

THE TIME-BLOCK PLANNER

A Daily Method
for Deep Work in a
Distracted World

CAL NEWPORT

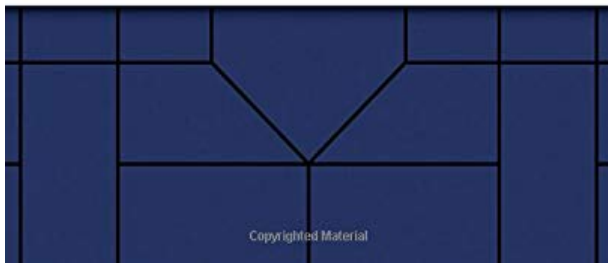
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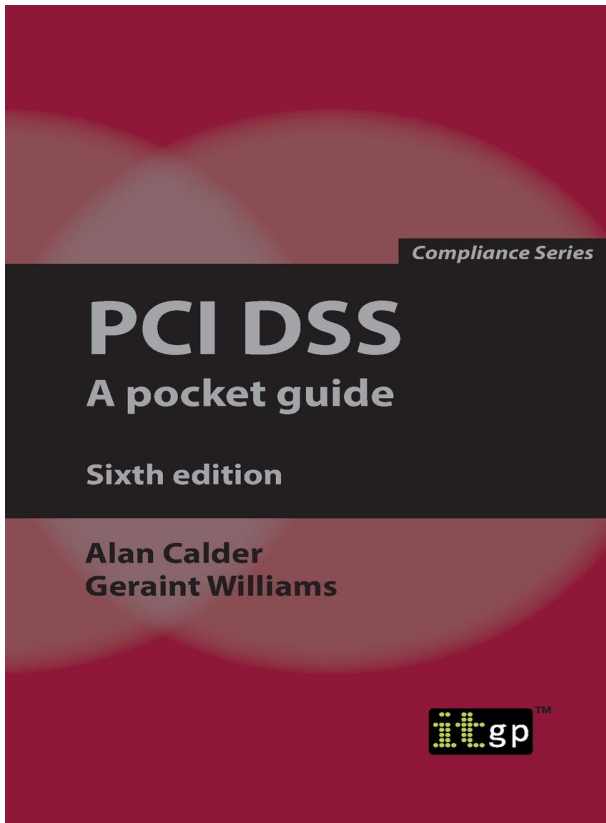
The Time-Block Planner: A Daily Method for Deep Work in a Distracted World

Book Synopsis

From the bestselling author of *Deep Work* and *Digital Minimalism* comes a daily planner that deploys the power of time blocking to help you focus on what's important in an increasingly distracted world. Time blocking is a time management method long used by some of the world's most effective people, from Elon Musk to Bill Gates, and promoted by some of the smartest thinkers in productivity, from Peter Drucker to Benjamin Franklin. Its core idea is that a task list is not enough to make the most of your limited time. You should instead partition your working hours into blocks assigned to specific activities. In doing so, you can more easily protect hours for deep work, while batching shallow tasks into efficient sprints. The clarity of these blocks also encourages you to focus intensely on

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PCI DSS: A pocket guide



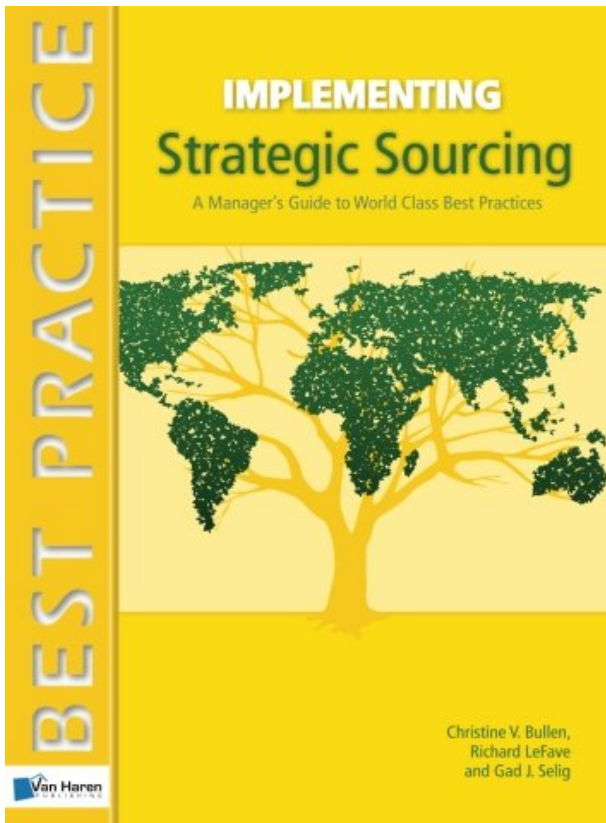
PCI DSS: A pocket guide

Book Synopsis

Get started with PCI DSS Protect your customers' card data All businesses that accept payment cards are prey for hackers and criminal gangs trying to steal payment card details and commit identity fraud. The PCI DSS (Payment Card Industry Data Security Standard) exists to ensure that businesses process credit and debit card orders in a way that effectively protects cardholder data. Failing to comply with the standard can have serious consequences for your ability to process card payments. An ideal introduction and a quick reference to PCI DSS, including version 3.0 Co-written by a PCI QSA (Qualified Security Assessor) and updated to also cover PCI DSS version 3.0, this handy pocket guide provides all the information you need to consider as you approach the PCI DSS. It is also an ideal

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Implementing Strategic Sourcing (Best Practice (Van Haren Publishing))



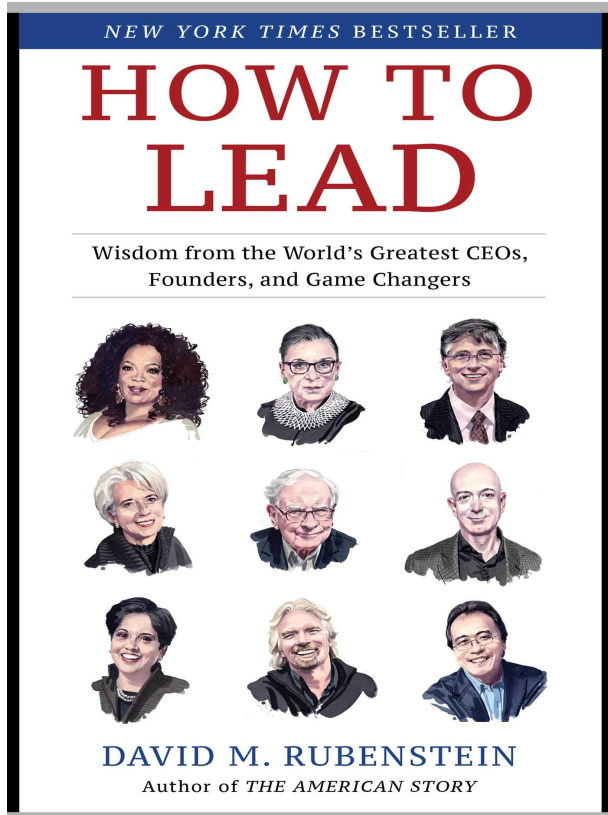
Implementing Strategic Sourcing (Best Practice (Van Haren Publishing))

Book Synopsis

This informative, comprehensive, yet practical guide provides readers with a complete tool-kit of how to approach global sourcing successfully.

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How to Lead: Wisdom from the World's Greatest CEOs, Founders, and Game Changers



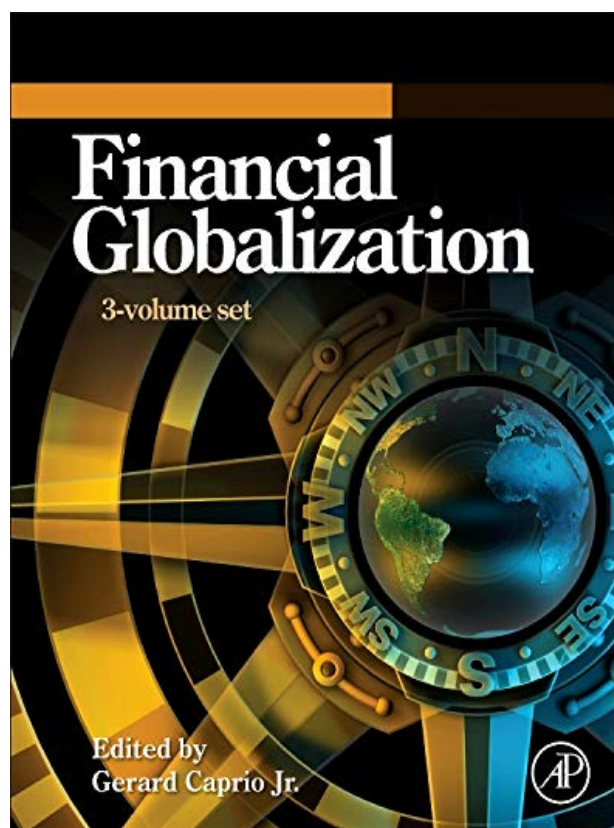
How to Lead: Wisdom from the World's Greatest CEOs, Founders, and Game Changers

Book Synopsis

The essential leadership playbook. Learn the principles and guiding philosophies of Bill Gates, Jeff Bezos, Ruth Bader Ginsburg, Warren Buffet, Oprah, and many others through illuminating conversations about their remarkable lives and careers. For the past five years, David M. Rubenstein—author of *The American Story*, visionary cofounder of The Carlyle Group, and host of *The David Rubenstein Show*—has spoken with the world's highest performing leaders about who they are and how they became successful. *How to Lead* distills these revealing conversations into an indispensable leadership guidebook. Gain advice and wisdom from CEOs, presidents, founders, and master performers from the worlds of finance (Warren Buffet, Jamie Dimon, Christine Lagarde, Ken Griffin), tech (Jeff Bezos, Bill Gates,

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Handbooks in Financial Globalization



Handbooks in Financial Globalization

Book Synopsis

These three volumes present the full complexity of the history, practices, and outlook of 21st century global financial integration. The Handbook of Key Global Financial Markets, Institutions, and Infrastructure explores the growth of markets, intermediaries, rights, practices, and standards worldwide. The Evidence and Impact of Financial Globalization devotes separate articles to specific crises, the conditions that cause them, and the longstanding arrangements devised to address them. The Handbook of Safeguarding Global Financial Stability examines our political economy, particularly the ways in which formal and informal policies as well as financial theories and technical models inhabit our institutions, strategies, and tactics. For those seeking substantial, authoritative

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