

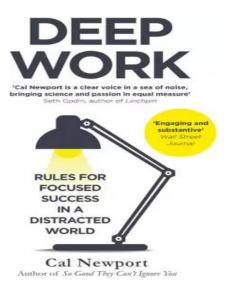


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## 1. Deep work rules for focused success in a distracted world/ Cal Newport



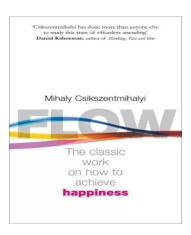
Deep work is about focusing without distraction on cognitively-demanding tasks. It's vital for mastering hard things and delivering high-value outcomes. Yet, in our high-tech, hyper-connected society, people are constantly distracted by emails, social media and infotainment, losing their capacity for intense focus. In the book "Deep Work", Cal Newport explains how to nurture this valuable but increasingly-rare skill. In our Deep Work summary, we've distilled and reorganized the key ideas into 2 parts: "Why deep work is important" and "Rules and strategies for deep work".

**Pub- Grand Central Publishing** 

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# 2. Flow the classic work on how to achieve happiness/Mihaly Csikszentmihalyi



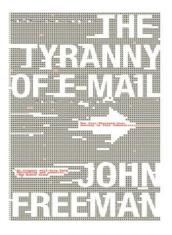
Psychologist Mihaly Csikszentmihalyi's investigations of "optimal experience" have revealed that what makes an experience genuinely satisfying is a state of consciousness called flow. During flow, people typically experience deep enjoyment, creativity, and a total involvement with life. Csikszentmihalyi demonstrates the ways this positive state can be controlled, not just left to chance. Flow: The Psychology of Optimal Experience teaches how, by ordering the information that enters our consciousness, we can discover true happiness, unlock our potential, and greatly improve the quality of our lives.

Pub- Rider

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#### 3. The tyranny of e-mail the four-thousand-year journey to your inbox /John Freeman



The first e-mail was sent less than forty years ago; by 2011, there will be 3.2 billion e-mail users. The average corporate worker now receives upwards of two hundred e-mails per day. The flood of messages is ceaseless and follows us everywhere.

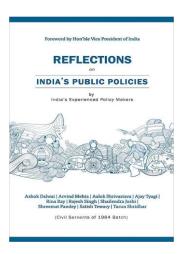
In The Tyranny of E-mail, John Freeman takes an entertaining look at the unrelenting nature of correspondence through the ages. Put down your smart phone and consider the consequences. As the toll of e-mail mounts, reducing our time for leisure and contemplation and separating us in an unending and lonely battle with the overfull inbox, John Freeman—one of America's preeminent literary critics—enters a plea for communication that is more selective and nuanced and, above all, more sociable.

**Pub-Scribner** 

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### 4. Reflections on India's Public Policies/Ashok Dalwai



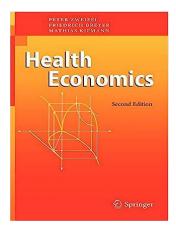
Packing order in civil services is determined by the year of entry. Older the number of entry, senior an officer becomes. Each individual officer from the entry into service onwards gains diverse experiences at various levels till his/ her exit from the service. Most of the civil servants share their experiences at the personal level in the form of their memoirs. There are very few and far references in the public policy domain of sharing practical experiences in an objective manner. In the annals of the Indian civil services, it is for the first time that Ten officers of a batch had come together to share their experiences with constructive suggestions on a number of important issues. This kind of canvas covering wide-ranging subjects will be helpful to present and future policymakers and implementers. The topics covered and the authors involved make the book a shear magic.

**Pub-Bluerose Publishers** 

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#### 5. Health Economics/ Peter Zweifel



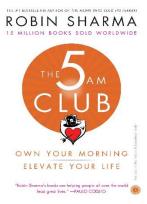
This is the most complete text available on the economics of health behavior and health care delivery. Appropriate both for advanced undergraduate and beginning graduate students of economics, this text provides the key analytical tools required to understand current research. Issues discussed include the "cost explosion" in health care, the power of medical associations, the search for remuneration systems with favorable incentives, and technological change in medicine. Rather than simplifying the issues facing today's healthcare systems, the book models existing complexities as they are, adapting economics to reflect the views of the average person.

**Pub-Springer** 

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#### 6. The 5AM club own your morning elevate your life/ Robin Sharma



Part manifesto for mastery, part playbook for genius-grade productivity and part companion for a life lived beautifully, the 5 am club is a work that will transform your life. Forever. Legendary leadership and elite performance expert Robin Sharma introduced The 5 AM Club concept over twenty years ago, based on a revolutionary morning routine that has helped his clients maximize their productivity, activate their best health and bulletproof their serenity in this age of overwhelming complexity. Now, in this life-changing book, handcrafted by the author over a rigorous four year period, you will discover the early-rising habit that has helped so many accomplish epic results while upgrading their happiness, helpfulness and feelings of aliveness. Through an enchanting? and often amusing? story about two struggling strangers who meet an eccentric tycoon who becomes their secret mentor, The 5 AM Club will walk you through? How great geniuses, business titans and the world? wisest people start their mornings to produce astonishing achievements? A little-known formula you can use instantly to wake up early feeling inspired, focused and flooded with a fiery drive to get the most out of each day? A step-bystep method to protect the quietest hours of daybreak so you have time for exercise, selfrenewal and personal growth?

Pub- Jaico Publishing House

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