



Read@Work

Your Reading Supplement for Work and More



“THE SUCCESSFUL PERSON PLACES MORE ATTENTION ON DOING THE RIGHT THING RATHER THAN DOING THINGS RIGHT.”

- PETER F. DRUCKER

CURATED READS

May I Have Your Attention Please?

Forget time management - attention management is the new buzzword in the drive for productivity these days. From deliberately choosing what gets your attention, to controlling your distractions in the pursuit of deep work, here are some tips to focusing (and staying focused!) in an Age of Distraction.

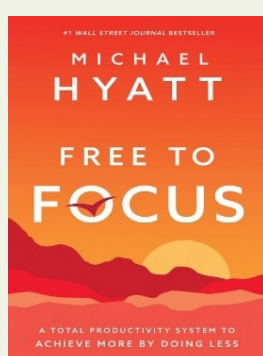
Free to Focus

by Michael Hyatt
Call no.: English 650.11 HYA -[BIZ]

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The first step to productivity is not about finding additional pockets of time to do more work. Instead, it's about doing less and focusing on what's essential. This book puts forth a simple and thoughtful 'productivity system' to help you redefine your goals, cut out the nonessentials, and spend time and energy focusing on what's truly important to you.

Borrow the book [here](#).



The End of Procrastination

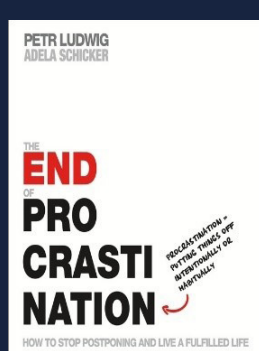
by Petr Ludwig and Adela Schicker
Call no.: English 179.8 LUD

Deep Work

by Cal Newport
Call no.: English 650.1 NEW -[BIZ]

Five Ways Science Can Improve Your Focus

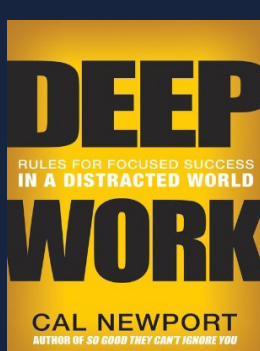
BBC Worklife
Article



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How do we stop procrastinating and start doing? Petr Ludwig synthesizes over one hundred scientific studies into a program with simple, science-based tools to stop procrastination.

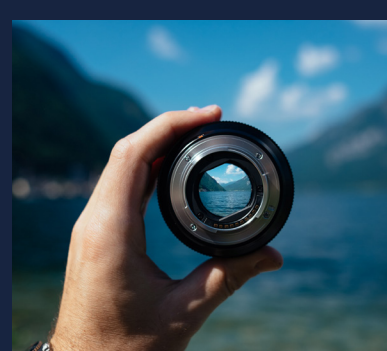
Borrow the book [here](#).



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How does one engage in the *act* of staying focused in a distracted world? Cal Newport posits a "Deep Work" framework - complete with intuitive arguments and actionable advice to get you started.

Borrow the e-book [here](#).



From zoning out to watching funny cat videos, here're some counterintuitive strategies (backed by science!) that may potentially improve your focus at work.

Read more [here](#).

THE HIT LIST

In the spirit of Halloween, here're some of our favourite spine-chilling, hair-raising horror novels! Going for a staycation? Perhaps you'll like to indulge in *The Shining*, set in the ominous Overlook Hotel, or the equally sinister *Sun Down Motel*. Building your home office? See the familiar furniture superstore in a new (perhaps darker) light in *Horrorstor*. These books are definitely not for the faint-hearted!

Borrow the e-books [here](#).



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Inside The Mind Of A Master Procrastinator | Tim Urban

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