



Read@Work

Your Reading Supplement for Work and More

## Rethink Work-Life Balance.



"Work is a rubber ball. If you drop it, it will bounce back. The other four balls - family, health, friends, integrity - are made of glass. If you drop one of these, it will be irrevocably scuffed, nicked, perhaps even shattered."

- Gary Keller

### CURATED READS

#### Time and Concentration: A Finite Resource

How do you strike a balance between professional and personal commitments? This is a perennial question that has since become more complex in the "new normal" of remote working, where the physical boundaries of work and play are blurred. In this issue, we invite you to step back and reassess how work fits into your life, instead of letting it be the other way round.

#### The One Thing (Summary)

by Gary Keller, Jay Papasan  
Call no.: 650.1 KEL -[BIZ]

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John Murray Publishers, 2013.

Chores! Children! Colleagues! With so many things demanding your attention at any one time, it is easy to slip into the multitasking mode while you're working-from-home. However, you may be achieving less with your scattershot attempts in doing multiple things at once. In this ten-minute read, Gary Keller puts forth an approach that enables you to focus on just one thing at a time.

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

getabstract Summary



#### The Work-Life Balance Myth

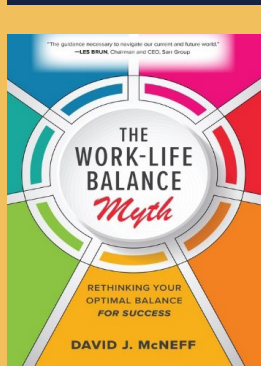
by David J. McNeff  
E-book only

#### Two Awesome Hours

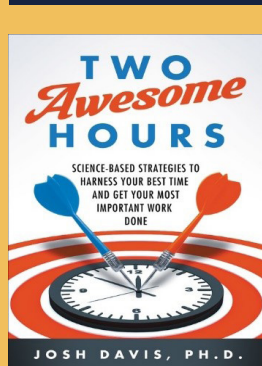
by Josh Davis  
Call no.: 650.11 DAV -[BIZ]

#### Work-Life Balance Is a Cycle, Not an Achievement

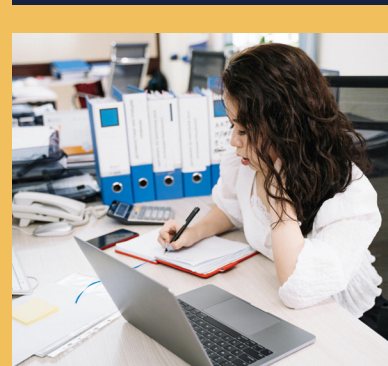
Harvard Business Review  
Article



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Going beyond the dichotomy that is work-life, this book introduces seven key components that make up your life, and provides a new framework to attain harmony and whole-life success.

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

Drawing on neuroscience, Josh Davis, director of research at NeuroLeadership Institute explains how the way we plan our activities for the day has an immense impact on work performance. His answer? Create the conditions for two awesome hours of peak productivity each day.

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

Improving work-life balance must be an ongoing process where our feelings and priorities are re-evaluated at different moments, and we adjust our work and life choices accordingly to these changes. This article outlines five steps to get you started.

Read more [here](#).



### WATCH THIS!

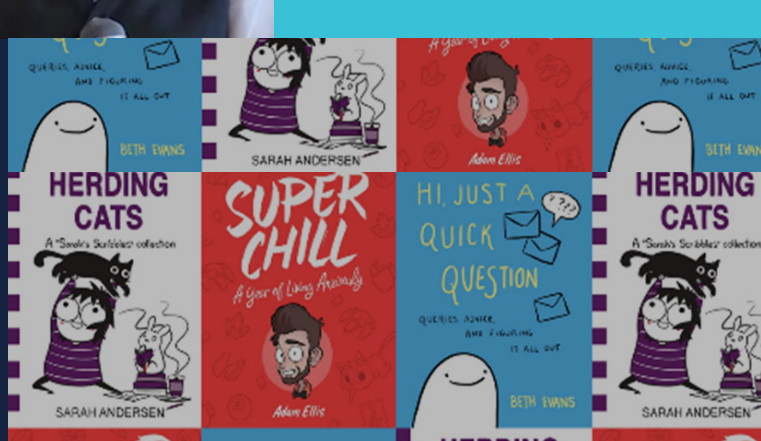
The RIGHT Way to Do Work-Life Balance | Simon Sinek

### THE HIT LIST

Take some time off your daily crunch for work and devote some time to yourself by switching your mind with these hilarious yet highly relatable reads. Navigate adulthood with *Herding Cats* because honestly, it isn't exactly the stuff of our childhood fantasies. Or be *Super Chill*, and find out the answers to life's most daunting questions in *Hi, Just a Quick Question* (and discover that everyone is just as clueless as you are).

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

(The Hit List collection)



### BOOKS WE LOVE COMICAL READS



## AHEAD OF YOUR TIME

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### WHAT'S HAPPENING