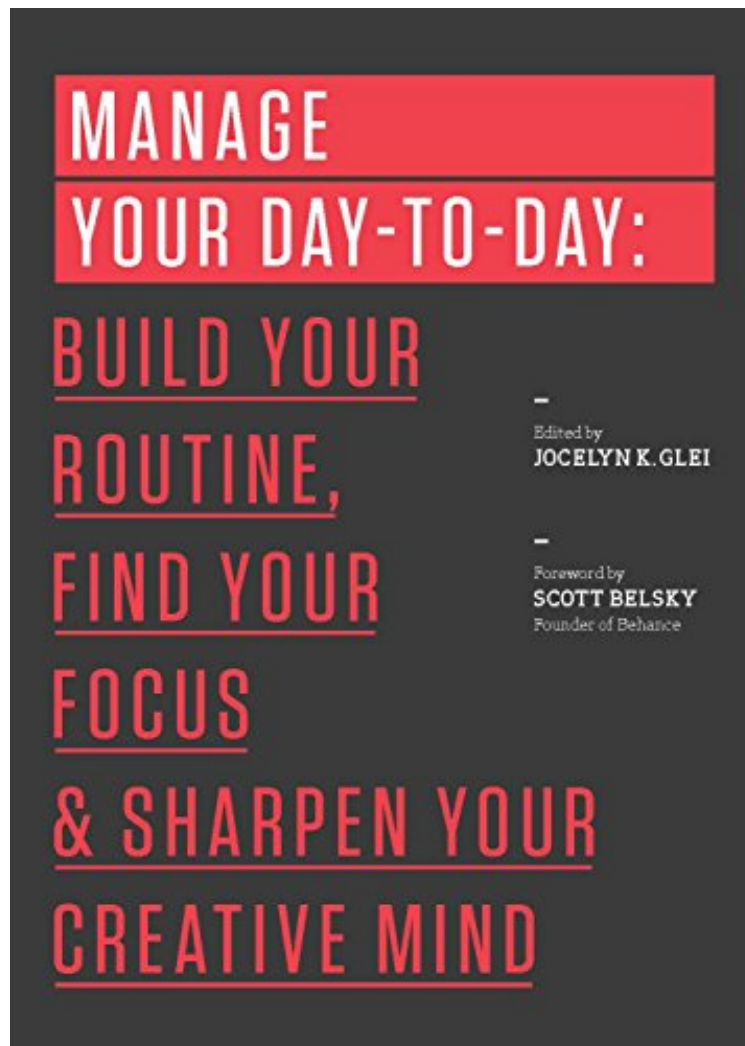


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## Manage Your Day-to-Day: Build Your Routine, Find Your Focus, and Sharpen Your Creative Mind (The 99U Book Series)

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**99U : Manage Your Day-to-Day: Build Your Routine, Find Your Focus, and Sharpen Your Creative Mind (The 99U Book Series)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Manage Your Day-to-Day: Build Your Routine, Find Your Focus, and Sharpen Your Creative Mind (The 99U Book Series):

508 of 535 people found the following review helpful. Productivity Sound-BitesBy Gadget FanSummary: There are a lot of very good strategies and recommendations which make this book worth reading, but the brevity and lack of in-depth treatment are frustrating, resulting in a book that is less than what it could be. This is a brief book with a number

of contributors. Since there is no one answer for all people out there, hearing from a number of people their strategies for getting things accomplished is a nice change, compared to numerous single-author single-plan productivity books that are out there. However, there is some consistency of perspective, and some themes, such as reducing distractions, repeat across many contributors. You probably already know much of what is in here, but seeing the ways in which you are not maximizing your productivity in black and white (and red) brings them to the foreground where you cannot ignore them. From the description, I was expecting a longer book with more in-depth articles. There are some gems of observations and ideas here, but the contributions are unsatisfyingly brief. Most offer general strategies rather than specific helpful steps, many of which you already know (e.g. "Kill the background noise - Turn off your phone, email, ...", the distinction between creative work and reactive work, etc.). It is not bad for what it is, but, as a fan of several of the contributors, I was hoping for so much more (yymm), though I did find the book useful for honing my to-do lists. Most of them feel like brief excerpts from longer works. Just when an article gets going, I turn the page, and POOF !!, it is over. However, you can read this book as a collection of useful suggestions observations, some of which will hit the spot for you, and some which will not. Since it is composed of a number of brief stand-alone articles (or possibly blog excerpts), after getting the overview by reading the Forward, you can pick it up and start reading anywhere as interested. There are a lot of really great observations here (e.g. most productive work is done in the morning, multitasking makes things take longer to accomplish, the power of habit and repetition, importance of mindfulness quiet reflection, etc.), but you have to figure out how to compose your own action plan for any idea you want to incorporate into your life -- it is not a step-by-step how-to book. And even though it is brief and general, there are really good observations here that will take time to absorb, so it is probably worth re-reading from time to time. At the end of each of the four sections, there is a summary page of "Key Takeaways" along with a link to an appropriate page on their 99U website. The summaries don't really communicate the spark and usefulness of the articles they represent, but they do serve as useful reminders of what you have read. They are not in the table of contents, so you have to look for them. Be aware that the small pages of this brief book have plenty of white space, and there are many pages with artistically giant words. So the book is not that long, thus it won't take a long time to read to harvest the suggestions that interest you. Though the final printing may be different, my edition is hard to open and flip through, because it is a small book with tight binding and stiff pages. It is a constant battle to hold it open while reading, and my r.s.i. hands don't appreciate the continual muscle strain. If I want to underline something, it is hard to get the page to lay near-flat to do so. (Obviously this criticism applies only to the printed version.) [revised 6/2/13]

1 of 1 people found the following review helpful. Learning to be Relevant By Emery Joe This whole series of books is well conceived and executed. The chapters are concise, fast and well edited. For anyone who wants to learn from some of the top performing business and creative individuals in the country, these are great books to learn from. The key factor of these books is that they teach you on what's important in moving forward in your life, not just in your career or in your creativity. In today's economy, we all need to be self-directed and gain the expertise of what we want out of life. Purpose and meaning are what we should all be doing, forging expertise and a life worth living. Anything less than that is a waste of time and more importantly, a waste of your life. I'd recommend the whole series of these books to anyone who wants to fight through the fear of change and the growing cultural phenomenon of having our lives taken over by technology.

1 of 1 people found the following review helpful. Excellent collection of practices and interviews on day-to-day management By Alexandre Rocha Lima e Marcondes == Summary == This book is an excellent guide of practices used by successful professionals like Seth Godin, Leo Babauta, Dan Ariely and others. The book is split into four chapters: 1. Building a Rock-Solid routine 2. Finding focus in a distracted world 3. Taming your tools 4. Sharpening your creative mind == Pros == \* Very practical day-to-day management actions \* The interviews are an excellent way to understand how successful people do it \* The book division is an amazing way to improve your skills, one step builds on top of the others in an increasing way \* The last chapter (Coda) is an excellent challenge to your skills and abilities to manage your daily activities == Cons == \* The book could contain a cheat sheet of the practices described on the book == Conclusion == \* If you want to improve your day-to-day tasks management buy it \* If you want to know how successful people do manage their daily tasks buy it \* If you just want a step-to-step how to guide this book is not for you

Stop doing busywork. Start doing your best work. Are you over-extended, over-distracted, and overwhelmed? Do you work at a breakneck pace all day, only to find that you haven't accomplished the most important things on your agenda when you leave the office? The world has changed and the way we work has to change, too. With wisdom from 20 leading creative minds, *Manage Your Day-to-Day* will give you a toolkit for tackling the new challenges of a 24/7, always-on workplace. Featuring contributions from: Dan Ariely, Leo Babauta, Scott Belsky, Lori Deschene, Aaron Dignan, Erin Rooney Doland, Seth Godin, Todd Henry, Christian Jarrett, Scott McDowell, Mark McGuinness, Cal Newport, Steven Pressfield, Gretchen Rubin, Stefan Sagmeister, Elizabeth G. Saunders, Tony Schwartz, Tiffany Shlain, Linda Stone, and James Victore. Plus, a foreword from Behance founder and CEO, Scott Belsky.

About the Author Editor-in-Chief and Director of 99U, Jocelyn Gleib oversees all of the editorial on this website as well

as production of the annual 99U Conference and monthly workshops. When she's not tending to the 99U, she's using its insights to push her writing projects forward. To quote Chuck Close, she believes that "Inspiration is for amateurs - the rest of us just show up and get to work."