

The Time Team Guide To The Archaeological Sites Of Britain And Ireland

The Time Team Guide to the Archaeological Sites of Britain & Ireland **What Happened When** Time Team's Timechester Time Team Dig Book **The First-time Manager's Guide to Team Building** Naked Salon Overcoming the Five Dysfunctions of a Team The Time Team Guide to the History of Britain **The Complete Idiot's Guide to Team Building** Mick's Archaeology The Beginner's Guide to Managing The Ultimate Time Team Companion **Team Guide to Metrics for Business Decisions** **Find Your Why** Legendary Away Days Behind the Scenes at Time Team The User Experience Team of One **Conquer Anything** Travel Team Atomic Habits **Extra Bold** Hoops **Build** TPM Team Guide **The Real-Life MBA** The Art of Gathering Making the Team Deep Work Dare to Lead Getting Things Done Red Team Development and Operations Give and Take **Time, Talent, Energy** **Team Clock** **The Associated Press Stylebook 2015** **Radical Candor** A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (BRAZILIAN PORTUGUESE) **Time Team's Timechester** The Handbook of British Archaeology Team Topologies

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Behind the Scenes at Time Team Jul 17 2021

Radical Candor Oct 27 2019 Radical Candor is the sweet spot between managers who are obnoxiously aggressive on the one side and ruinously empathetic on the other. It is about providing guidance, which involves a mix of praise as well as criticism, delivered to produce better results and help employees develop their skills and boundaries of success. Great bosses have a strong relationship with their employees, and Kim Scott Malone has identified three simple principles for building better relationships with your employees: make it personal, get stuff done, and understand why it matters. Radical Candor offers a guide to those bewildered or exhausted by management, written for bosses and those who manage bosses. Drawing on years of first-hand experience, and distilled clearly to give actionable lessons to the reader, Radical Candor shows how to be successful while retaining your integrity and humanity. Radical Candor is the perfect handbook for those who are looking to find meaning in their job and create an environment where people both love their work, their colleagues and are motivated to strive to ever greater success.

The First-time Manager's Guide to Team Building Jun 27 2022 The First-Time Manager Make the transition from team member to team leader Understand the difference between a team and a work group Hold team members accountable Make their teams more productive Manage challenging situations and resolve conflict within a team. Written in an engaging, conversational style, Topchik explains the five essential qualities of a high-performing team: goals and standards; decision making; honest communication; clear roles and responsibilities; and celebrating success. Packed with activities and assessments for both the manager and team members, this is an essential guide for any manager who strives for team-building success.

The Time Team Guide to the History of Britain Mar 25 2022 We all know that the Battle of Hastings was fought in 1066, London's 'one big burning blaze' tore through the capital in 1666 and that Britain declared war on Nazi Germany in 1939, but many of us remember the most important moments in our history by the folk stories which are attached to them. So we remember Henry VIII for his wives rather than the Reformation and Charles II for climbing a tree rather than the Civil War. But if we set aside these stories, do we really know what happened when, and why it's so important? Which came first, the Bronze Age or the Stone Age? Why did the Romans play such a significant role in our past? And how did a nation as small as Britain come to command such a vast empire? Here, Tim Taylor and the team of expert historians behind Channel 4's Time Team, answer these questions and many more, cataloguing British history in a way that is accessible to all. This book will give you and your family a clear and

concise view of what happened when, and why.

Build Dec 10 2020 **New York Times, Wall Street Journal, and USA Today Bestseller** Tony Fadell led the teams that created the iPod, iPhone and Nest Learning Thermostat and learned enough in 30+ years in Silicon Valley about leadership, design, startups, Apple, Google, decision-making, mentorship, devastating failure and unbelievable success to fill an encyclopedia. So that's what this book is. An advice encyclopedia. A mentor in a box. Written for anyone who wants to grow at work—from young grads navigating their first jobs to CEOs deciding whether to sell their company—Build is full of personal stories, practical advice and fascinating insights into some of the most impactful products and people of the 20th century. Each quick 5-20 page entry builds on the previous one, charting Tony's personal journey from a product designer to a leader, from a startup founder to an executive to a mentor. Tony uses examples that are instantly captivating, like the process of building the very first iPod and iPhone. Every chapter is designed to help readers with a problem they're facing right now—how to get funding for their startup, whether to quit their job or not, or just how to deal with the jerk in the next cubicle. Tony forged his path to success alongside mentors like Steve Jobs and Bill Campbell, icons of Silicon Valley who succeeded time and time again. But Tony doesn't follow the Silicon Valley credo that you have to reinvent everything from scratch to make something great. His advice is unorthodox because it's old school. Because Tony's learned that human nature doesn't change. You don't have to reinvent how you lead and manage—just what you make. And Tony's ready to help everyone make things worth making.

Time Team's Timechester Aug 25 2019 The presenters of Time Team, Channel 4's archaeology series, describe the development of Timechester, an imaginary British settlement, showing the changes in an archetypal townscape from prehistory to the modern age. The Team also discuss methods used in archaeology and answer viewers' questions.

Extra Bold Feb 09 2021 Extra Bold is the inclusive, practical, and informative (design) career guide for everyone! Part textbook and part comic book, zine, manifesto, survival guide, and self-help manual, Extra Bold is filled with stories and ideas that don't show up in other career books or design overviews. • Both pragmatic and inquisitive, the book explores power structures in the workplace and how to navigate them. • Interviews showcase people at different stages of their careers. • Biographical sketches explore individuals marginalized by sexism, racism, and ableism. • Practical guides cover everything from starting out, to wage gaps, coming out at work, cover letters, mentoring, and more. A new take on the design canon. • Opens with critical essays that rethink design principles and practices through theories of feminism, anti-racism, inclusion, and nonbinary thinking. • Features interviews, essays, typefaces, and projects from dozens of contributors with a variety of racial and ethnic backgrounds, abilities, gender identities, and positions of economic and social privilege. • Adds new voices to the dominant design canon. Written collaboratively by a diverse team of authors, with original, handcrafted illustrations by Jennifer Tobias that bring warmth, happiness, humor, and narrative depth to the book. Extra Bold is written by Ellen Lupton (Thinking with Type), Farah Kafei, Jennifer Tobias, Josh A. Halstead, Kaleena Sales, Leslie Xia, and Valentina Vergara.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (BRAZILIAN PORTUGUESE) Sep 26 2019 PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &– Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI Standards™ for information and standards application content based on project type, development approach, and industry sector.

The Ultimate Time Team Companion Nov 20 2021 Most of us can name at least a few of the major events, places and people in British history. But the details are often more confusing. Did the Saxons come before or after the Romans? Did King Arthur really exist? When did Charles I lose his head or Wellington defeat Napoleon at Waterloo? In "The Ultimate Time Team Companion" Tim Taylor draws on the expertise of the Time Team contributors to answer all your questions about the programme, including a guide to all 50 excavation sites illustrating our British history from the dawn of time to the modern age. It also follows the team in five photo stories as they explore Cirencester, northern France, Basing House, Flag Fen and Elveden in Suffolk.

TPM Team Guide Nov 08 2020 TPM involves employees companywide in preventing equipment abnormalities and breakdowns. The first line of defense: equipment operators—the people most familiar with daily operating conditions. In addition to regular cleaning and inspection, team-based improvement activities make effective use of operators' hands-on knowledge. How do you organize TPM teams and keep them vital? TPM Team Guide tells supervisors, workgroup leaders, and operators how to develop the team-based skills required for successful TPM implementation. Geared toward TPM projects, it describes basic elements of improvement activities for any kind of

shopfloor team. TPM Team Guide gives simple explanations of basic TPM concepts such as the six big losses, and emphasizes the integration of TPM activities with production management. Chapters describe the team-based improvement process step by step, from goal to standardization of the improved operations. Team leaders will learn how to hold effective meetings and deal with the human issues that stand in the way of success. The tools for team problem solving and the steps for preparing a good presentation of results are detailed here as well. Written in simple language, with abundant illustrations and cartoon examples, this book makes TPM activities understandable to everyone in the company. Frontline supervisors, operators, facilitators, and trainers in manufacturing companies will want to use this practical guide to improve company performance and build a satisfying workplace for employees.

The Art of Gathering Sep 06 2020 "Hosts of all kinds, this is a must-read!" --Chris Anderson, owner and curator of TED From the host of the New York Times podcast Together Apart, an exciting new approach to how we gather that will transform the ways we spend our time together—at home, at work, in our communities, and beyond. In *The Art of Gathering*, Priya Parker argues that the gatherings in our lives are lackluster and unproductive--which they don't have to be. We rely too much on routine and the conventions of gatherings when we should focus on distinctiveness and the people involved. At a time when coming together is more important than ever, Parker sets forth a human-centered approach to gathering that will help everyone create meaningful, memorable experiences, large and small, for work and for play. Drawing on her expertise as a facilitator of high-powered gatherings around the world, Parker takes us inside events of all kinds to show what works, what doesn't, and why. She investigates a wide array of gatherings--conferences, meetings, a courtroom, a flash-mob party, an Arab-Israeli summer camp--and explains how simple, specific changes can invigorate any group experience. The result is a book that's both journey and guide, full of exciting ideas with real-world applications. *The Art of Gathering* will forever alter the way you look at your next meeting, industry conference, dinner party, and backyard barbecue--and how you host and attend them.

The Complete Idiot's Guide to Team Building Feb 21 2022 *The Complete Idiot's Guide to Team-Building* shows first-time managers and employees how to work together as a smooth, well-oiled machine. The book shows how to: -- Avoid and manage conflict. Inspire creativity. -- Coax employees to help team members who aren't performing. -- Get everyone to pitch in. -- Gain unprecedented results and make the team enjoy going to work.

The Beginner's Guide to Managing Dec 22 2021 Mikil Taylor presents first-time managers with a how-to guide for adjusting to their new leadership roles so they can become successful managers without learning exclusively from mistakes. Few managers are adequately prepared and trained, which has a severely negative effect on the newly-promoted manager, their team, and the quality of the team's work. After reading this book, new managers will be able to successfully run their new teams without falling flat on their faces.

Team Guide to Metrics for Business Decisions Oct 20 2021 Learn how metrics can help your team answer questions like "How fast are we going?", "What should we do next?" and "Where's the bottleneck?"

The Real-Life MBA Oct 08 2020 The founders of the Jack Welch Management Institute, a fully accredited online MBA program, present a guide to overcoming modern business challenges, with recommendations for creating effective strategies, leading others, and building a thriving career.

The User Experience Team of One Jun 15 2021 *The User Experience Team of One* prescribes a range of approaches that have big impact and take less time and fewer resources than the standard lineup of UX deliverables. Whether you want to cross over into user experience or you're a seasoned practitioner trying to drag your organization forward, this book gives you tools and insight for doing more with less.

Naked Salon May 27 2022 In *The Naked Salon*, Lisa Conway teaches what salon owners are expected to know but were never taught. As a former salon owner herself, Lisa worked out first hand that there was a number of things she hadn't even thought about including the numbers and how difficult it is to be on top of staff performance. Lisa breaks it down so that it makes sense

The Associated Press Stylebook 2015 Nov 28 2019 A fully revised and updated edition of the bible of the newspaper industry

Red Team Development and Operations Apr 01 2020 This book is the culmination of years of experience in the information technology and cybersecurity field. Components of this book have existed as rough notes, ideas, informal and formal processes developed and adopted by the authors as they led and executed red team engagements over many years. The concepts described in this book have been used to successfully plan, deliver, and perform professional red team engagements of all sizes and complexities. Some of these concepts were loosely documented and integrated into red team management processes, and much was kept as tribal knowledge. One of the first formal attempts to capture this information was the SANS SEC564 Red Team Operation and Threat Emulation course. This first effort was an attempt to document these ideas in a format usable by others. The authors have moved beyond SANS training and use this book to detail red team operations in a practical guide. The authors' goal is to provide practical guidance to aid in the management and execution of professional red teams. The term 'Red Team' is often confused in the cybersecurity space. The terms roots are based on military concepts that have slowly made their way into the commercial space. Numerous interpretations directly affect the scope and quality of today's security

engagements. This confusion has created unnecessary difficulty as organizations attempt to measure threats from the results of quality security assessments. You quickly understand the complexity of red teaming by performing a quick google search for the definition, or better yet, search through the numerous interpretations and opinions posted by security professionals on Twitter. This book was written to provide a practical solution to address this confusion. The Red Team concept requires a unique approach different from other security tests. It relies heavily on well-defined TTPs critical to the successful simulation of realistic threat and adversary techniques. Proper Red Team results are much more than just a list of flaws identified during other security tests. They provide a deeper understanding of how an organization would perform against an actual threat and determine where a security operation's strengths and weaknesses exist. Whether you support a defensive or offensive role in security, understanding how Red Teams can be used to improve defenses is extremely valuable. Organizations spend a great deal of time and money on the security of their systems. It is critical to have professionals who understand the threat and can effectively and efficiently operate their tools and techniques safely and professionally. This book will provide you with the real-world guidance needed to manage and operate a professional Red Team, conduct quality engagements, understand the role a Red Team plays in security operations. You will explore Red Team concepts in-depth, gain an understanding of the fundamentals of threat emulation, and understand tools needed you reinforce your organization's security posture.

Getting Things Done May 03 2020 The book *Lifehack* calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's *Getting Things Done* has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of *Getting Things Done* will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

Conquer Anything May 15 2021 War has a way of shooting holes in your best-laid plans. Sgt. 1st Class Gregory Stube (Ret.) suffered life-changing wounds during the battle of Operation Medusa in Afghanistan in 2006, but using the Green Beret methods he learned in the Special Forces, Stube knew he could conquer anything. Service in the elite A-Team teaches you to come up with smart, well-researched, and flexible battle plans for completing the mission—every mission. Even when that mission is to spend an arduous year in a hospital recovering from being blown up, badly burned, and shot multiple times. Greg shares the leadership principles and values he learned as a member of an A-Team and teaches us how to apply Special Forces strategies to our personal and business lives. *Conquer Anything* is a Special Forces book, but even more than that it is a leadership book designed to help each of us achieve the highest goals possible in our professional and private lives. "The greatest leaders I know lead by example. They are role models who adhere to standards they set for others and never ask more of them than they demand of themselves. Great leaders don't just "manage" or "motivate." They inspire courage, tenacity, perseverance, resilience, and commitment in all who work with them. Greg Stube is such a leader—and an American Hero. In *Conquer Anything* Greg draws on a lifetime of "lessons learned" as a highly decorated U.S. Army Special Forces medic in this lucid, straightforward resource for parents, teachers, students, athletes, employers, supervisors, and soldiers. If "success" is in your vocabulary, *Conquer Anything* is a must read."—Olivier L. North, Lt Col USMC [Ret.], Host of War Stories on FOX News

Time Team Dig Book Jul 29 2022 *Time Team* is Channel 4's perennially popular archaeology show - and the experts are ready to share their archaeological know-how with us. So many of us watch the show and wish that we, too, could get out there, get digging and uncover an artefact such as a piece of pottery, glass, brooch or pipe stem. Now we can! *The Time Team Dig Book* explains all the key skills the budding archaeologist needs to know. From gaining permission for your dig and surveying the landscape, to locating and excavating your first trench; from identifying pottery, to your final report and the legacy of your dig. Taking us on a tour of some of their latest key excavation sites, Tony, Mick, Phil and the gang share with us their wealth of expertise and tell us all we need to know in order to join in.

What Happened When Sep 30 2022 Recent surveys have shown that, as a nation, our knowledge of British history is sketchy at best. In this book, Tim Taylor and the expert archaeologists and historians behind the hit Channel 4 series *Time Team* will set us straight. Each member of the team will select the events they believe had a major impact on our society.

Travel Team Apr 13 2021 *The #1 Bestseller!* Twelve-year-old Danny Walker may be the smallest kid on the basketball court -- but don't tell him that. Because no one plays with more heart or court sense. But none of that matters when he is cut from his local travel team, the very same team his father led to national prominence as a boy. Danny's father, still smarting from his own troubles, knows Danny isn't the only kid who was cut for the wrong reason, and together, this washed-up former player and a bunch of never-say-die kids prove that the heart simply

cannot be measured. For fans of *The Bad News Bears*, *Hoosiers*, *the Mighty Ducks*, and Mike Lupica's other New York Times bestselling novels *Heat*, *The Underdogs*, and *Million-Dollar Throw*, here is a book that proves that when the game knocks you down, champions stand tall.

Making the Team Aug 06 2020 For undergraduate or graduate management courses in Organization Behavior, Group Dynamics, or Teamwork; also appropriate for executives enrolled in degree and non-degree short courses on general management. Gain inside insight to help team leaders and team members maximize their success in business. *Making the Team: A Guide for Managers* combines cutting-edge theory with the latest research and real-world applications in order to help team leaders and team members succeed in the business world. Every chapter of this edition contains new information, new research, updated examples, and more.

Atomic Habits Mar 13 2021 The #1 New York Times bestseller. Over 4 million copies sold! *Tiny Changes, Remarkable Results* No matter your goals, *Atomic Habits* offers a proven framework for improving--every day. James Clear, one of the world's leading experts on habit formation, reveals practical strategies that will teach you exactly how to form good habits, break bad ones, and master the tiny behaviors that lead to remarkable results. If you're having trouble changing your habits, the problem isn't you. The problem is your system. Bad habits repeat themselves again and again not because you don't want to change, but because you have the wrong system for change. You do not rise to the level of your goals. You fall to the level of your systems. Here, you'll get a proven system that can take you to new heights. Clear is known for his ability to distill complex topics into simple behaviors that can be easily applied to daily life and work. Here, he draws on the most proven ideas from biology, psychology, and neuroscience to create an easy-to-understand guide for making good habits inevitable and bad habits impossible. Along the way, readers will be inspired and entertained with true stories from Olympic gold medalists, award-winning artists, business leaders, life-saving physicians, and star comedians who have used the science of small habits to master their craft and vault to the top of their field. Learn how to: make time for new habits (even when life gets crazy); overcome a lack of motivation and willpower; design your environment to make success easier; get back on track when you fall off course; ...and much more. *Atomic Habits* will reshape the way you think about progress and success, and give you the tools and strategies you need to transform your habits--whether you are a team looking to win a championship, an organization hoping to redefine an industry, or simply an individual who wishes to quit smoking, lose weight, reduce stress, or achieve any other goal.

Dare to Lead Jun 03 2020 #1 NEW YORK TIMES BESTSELLER • Brené Brown has taught us what it means to dare greatly, rise strong, and brave the wilderness. Now, based on new research conducted with leaders, change makers, and culture shifters, she's showing us how to put those ideas into practice so we can step up and lead. Don't miss the five-part HBO Max docuseries Brené Brown: Atlas of the Heart! NAMED ONE OF THE BEST BOOKS OF THE YEAR BY BLOOMBERG Leadership is not about titles, status, and wielding power. A leader is anyone who takes responsibility for recognizing the potential in people and ideas, and has the courage to develop that potential. When we dare to lead, we don't pretend to have the right answers; we stay curious and ask the right questions. We don't see power as finite and hoard it; we know that power becomes infinite when we share it with others. We don't avoid difficult conversations and situations; we lean into vulnerability when it's necessary to do good work. But daring leadership in a culture defined by scarcity, fear, and uncertainty requires skill-building around traits that are deeply and uniquely human. The irony is that we're choosing not to invest in developing the hearts and minds of leaders at the exact same time as we're scrambling to figure out what we have to offer that machines and AI can't do better and faster. What can we do better? Empathy, connection, and courage, to start. Four-time #1 New York Times bestselling author Brené Brown has spent the past two decades studying the emotions and experiences that give meaning to our lives, and the past seven years working with transformative leaders and teams spanning the globe. She found that leaders in organizations ranging from small entrepreneurial startups and family-owned businesses to nonprofits, civic organizations, and Fortune 50 companies all ask the same question: How do you cultivate braver, more daring leaders, and how do you embed the value of courage in your culture? In this new book, Brown uses research, stories, and examples to answer these questions in the no-BS style that millions of readers have come to expect and love. Brown writes, "One of the most important findings of my career is that daring leadership is a collection of four skill sets that are 100 percent teachable, observable, and measurable. It's learning and unlearning that requires brave work, tough conversations, and showing up with your whole heart. Easy? No. Because choosing courage over comfort is not always our default. Worth it? Always. We want to be brave with our lives and our work. It's why we're here." Whether you've read *Daring Greatly* and *Rising Strong* or you're new to Brené Brown's work, this book is for anyone who wants to step up and into brave leadership.

Team Clock Dec 30 2019 For the last twenty-five years, Steve Ritter has helped professional sports teams, businesses, and community organizations create breakthrough results. Now, his groundbreaking tool, the *Team Clock*, is available to teams everywhere. The *Team Clock* gives teams a concise language they can use to communicate their journey. Your teams will learn how to harness the power of conflict, build trust without getting too comfortable, and go beyond existing limits to create new possibilities. Packed with compelling examples, both

personal and professional, Team Clock will change the way you approach every team in your life.

Time Team's Timechester Aug 30 2022 This book is centred around an innovative idea. It follows the development of the imaginary British town of Timechester from prehistory to the modern age, taking as its inspiration the wide variety of British towns which have hosted Time Team digs. As you turn the pages you will see the town grown and change, yet still with some elements remaining. The Team provide a commentary on the gradual development of the town in their familiar style, along with illustrations by the series' resident artist, Victor Ambrus.

Overcoming the Five Dysfunctions of a Team Apr 25 2022 In the years following the publication of Patrick Lencioni's best-seller *The Five Dysfunctions of a Team*, fans have been clamoring for more information on how to implement the ideas outlined in the book. In *Overcoming the Five Dysfunctions of a Team*, Lencioni offers more specific, practical guidance for overcoming the Five Dysfunctions—using tools, exercises, assessments, and real-world examples. He examines questions that all teams must ask themselves: Are we really a team? How are we currently performing? Are we prepared to invest the time and energy required to be a great team? Written concisely and to the point, this guide gives leaders, line managers, and consultants alike the tools they need to get their teams up and running quickly and effectively.

Team Topologies Jun 23 2019 In *Team Topologies* DevOps consultants Matthew Skelton and Manuel Pais share secrets of successful team patterns and interactions to help readers choose and evolve the right team patterns for their organization, making sure to keep the software healthy and optimize value streams. *Team Topologies* will help readers discover:

- Team patterns used by successful organizations.
- Common team patterns to avoid with modern software systems.
- When and why to use different team patterns
- How to evolve teams effectively.
- How to split software and align to teams.

Time, Talent, Energy Jan 29 2020 *Managing Your Scarcest Resources* Business leaders know that the key to competitive success is smart management of scarce resources. That's why companies allocate their financial capital so carefully. But capital today is cheap and abundant, no longer a source of advantage. The truly scarce resources now are the time, the talent, and the energy of the people in your organization—resources that are too often squandered. There's plenty of advice about how to manage them, but most of it focuses on individual actions. What's really needed are organizational solutions that can unleash a company's full productive power and enable it to outpace competitors. Building off of the popular Harvard Business Review article "Your Scarcest Resource," Michael Mankins and Eric Garton, Bain & Company experts in organizational design and effectiveness, present new research into how you can liberate people's time, talent, and energy and unleash your organization's productive power. They identify the specific causes of organizational drag—the collection of institutional factors that slow things down, decrease output, and drain people's energy—and then offer a pragmatic framework for how managers can overcome it. With practical advice for using the framework and in-depth examples of how the best companies manage their people's time, talent, and energy with as much discipline as they do their financial capital, this book shows managers how to create a virtuous circle of high performance.

Deep Work Jul 05 2020 Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of *Give and Take*). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In *Deep Work*, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of cultural criticism and actionable advice, *Deep Work* takes the reader on a journey through memorable stories—from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air—and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. *Deep Work* is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ

The Time Team Guide to the Archaeological Sites of Britain & Ireland Nov 01 2022 Great Britain and Ireland are home to some of the most famous archaeological sites in the world. Stonehenge, Hadrian's Wall and Ironbridge are familiar to us all and each year thousands flock to witness their spectacular beauty. But what can these fascinating sites tell us about the lives and times of our ancestors? Now, Channel 4's perennially popular Time Team take us on an archaeological sight-seeing tour of Britain and Ireland. Region by region, they select the most interesting and

important sites which are open to visitors, some familiar to all, others relatively unknown. Each is treated with the inimitable no-nonsense Time Team style. This book is like having Tony, Mick, Geo-Phys and the gang in the back seat of your car - sharing their specialist knowledge and fascinating historical insights wherever you travel in the British Isles...

Give and Take Mar 01 2020 A groundbreaking look at why our interactions with others hold the key to success, from the bestselling author of *Think Again* and *Originals* For generations, we have focused on the individual drivers of success: passion, hard work, talent, and luck. But in today's dramatically reconfigured world, success is increasingly dependent on how we interact with others. In *Give and Take*, Adam Grant, an award-winning researcher and Wharton's highest-rated professor, examines the surprising forces that shape why some people rise to the top of the success ladder while others sink to the bottom. Praised by social scientists, business theorists, and corporate leaders, *Give and Take* opens up an approach to work, interactions, and productivity that is nothing short of revolutionary.

Find Your Why Sep 18 2021 *Start With Why* has led millions of readers to rethink everything they do – in their personal lives, their careers and their organizations. Now *Find Your Why* picks up where *Start With Why* left off. It shows you how to apply Simon Sinek's powerful insights so that you can find more inspiration at work -- and in turn inspire those around you. I believe fulfillment is a right and not a privilege. We are all entitled to wake up in the morning inspired to go to work, feel safe when we're there and return home fulfilled at the end of the day. Achieving that fulfillment starts with understanding exactly WHY we do what we do. As *Start With Why* has spread around the world, countless readers have asked me the same question: How can I apply *Start With Why* to my career, team, company or nonprofit? Along with two of my colleagues, Peter Docker and David Mead, I created this hands-on, step-by-step guide to help you find your WHY. With detailed exercises, illustrations, and action steps for every stage of the process, *Find Your Why* can help you address many important concerns, including: * What if my WHY sounds just like my competitor's? * Can I have more than one WHY? * If my work doesn't match my WHY, what should I do? * What if my team can't agree on our WHY? Whether you've just started your first job, are leading a team, or are CEO of your own company, the exercises in this book will help guide you on a path to long-term success and fulfillment, for both you and your colleagues. Thank you for joining us as we work together to build a world in which more people start with WHY. Inspire on! -- Simon

Mick's Archaeology Jan 23 2022 For Professor and Channel 4 personality Mick Aston, landscape archaeology remains his first love, because it provides so much information about how ordinary communities lived in the past. Environmental archaeology, experimental archaeology, the archaeology of buildings, and his great project at the village of Shapwick in Somerset are just some of the other subjects brought excitingly to life in Mick's colourful and action-packed pages. Reading this book, it is easy to share the author's basic conviction that "Archaeology is fun."

The Handbook of British Archaeology Jul 25 2019 For over 25 years *The Handbook of British Archaeology* has been the foremost guide to archaeological methods, artefacts and monuments, providing clear explanations of all specialist terms used by archaeologists. This completely revised and updated edition is packed with the latest information and now includes the most recent developments in archaeological science. Meticulously researched, every section has been extensively updated by a team of experts. There are chapters devoted to each of the archaeological periods found in Britain, as well as two chapters on techniques and the nature of archaeological remains. All the common artefacts, types of sites and current theories and methods are covered. The growing interest in post-medieval and industrial archaeology is fully explored in a brand new section dealing with these crucial periods. Hundreds of new illustrations enable instant comparison and identification of objects and monuments - from Palaeolithic handaxes to post-medieval gravestones. Several maps pinpoint the key sites, and other features include an extensive bibliography and a detailed index. *The Handbook of British Archaeology* is the most comprehensive resource book available and is essential for anyone with an interest in the subject - from field archaeologists and academics to students, heritage professionals, Time Team followers and amateur enthusiasts.

Legendary Away Days Aug 18 2021 Building strong, responsive, teams is one of the key factors in putting your organisation ahead of its competitors. So why do many teams fail to deliver to their true potential? The answer is that even when the commitment and the will to succeed exist, hidden pitfalls lay in wait to foil the best intentions of managers and team leaders. This book will enable you to avoid tripping up and so produce teams able to take effective action before problems arise. *Legendary Away Days* is a complete and invaluable guide to planning and delivering team events suited to a wide range of circumstances including problem-solving, teambuilding, boosting morale and making decisions. Concise and practical, it covers choosing an appropriate event, organising and running the day, keeping control, using external experts and evaluating your event afterwards. Focused on best practice throughout, the book also provides help on ensuring your event is legally protected. If you want your teams to look back on their *Away Days* as legendary then this is the book you need.

Hoops Jan 11 2021 An ALA-YALSA Best Book for Young Adults New Bonus Content: -Q&A with Walter Dean Myers -Q&A with screenwriter John Ballard -Teaser chapter from *On a Clear Day* -Excerpt from *145th Street* All eyes are on seventeen-year-old Lonnie Jackson while he practices with his team for a city-wide basketball

Tournament of Champions. His coach, Cal, knows Lonnie has what it takes to be a pro basketball player, but warns him about giving in to the pressure. Cal knows because he, too, once had the chance—but sold out. As the tournament nears, Lonnie learns that some heavy bettors want Cal to keep him on the bench so that the team will lose the championship. As the last seconds of the game tick away, Lonnie and Cal must make a decision. Are they willing to blow the chance of a lifetime?

the-time-team-guide-to-the-archaeological-sites-of-britain-and-ireland

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