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The 18 minutes in Harvard Business Review columnist and business consultant Bregman's (Point B: A Short Guide to Leading a Big Change, 2007) plan, not revealed until well into the book, include one minute every working hour to contemplate how effectively the carefully plotted previous hour was used and what's in store for the next. This ritualistic hourly refocusing exercise should be prompted by a pre-programmed phone, computer or watch alert.

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18 Minutes: Find Your Focus, Master Distractions, and Get the Right Things Done is a worthwhile read, especially for people who need not only to manage their time better, but also ensure their time is being spent on the right things. Too often, wisdom about the proper priorities of work, family, volunteerism, and so forth is won at the expense of years (even decades) of misdirected labor and focus.

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In 18 Minutes: Find Your Focus, Master Distraction, and Get the Right Things Done, Peter Bregman doesn't offer a slew of strategies to accomplish all your activities per day. What he does offer is an approach to consider thoughtfully your priorities and ideas for truly accomplishing your top goals.

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18 minutes : find your focus, master distraction, and get the right things done. Based upon his weekly Harvard Business Review column, 18 Minutes clearly shows how busy people can cut through all the daily clutter and distractions and find a way to focus on those key items which are truly the top priorities in our lives.

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The 18 Minutes approach – used by hundreds of thousands of people – allows us to safely navigate through the constant chatter of emails, text messages, phone calls, and endless meetings that prevent us from focusing our time on those things that are truly important to us. Mixing first-person insights along with unique case studies, Bregman sprinkles his charming book with pathways which help guide us — pathways that can get us on the right trail in 18 minutes or less.

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Think of 18 Minutes as the FIND ME button for your life. It will guide you to your most effective self. Click To Tweet Reducing your forward momentum is the first step to freeing yourself from the beliefs, habits, feelings, and busyness that may be limiting you. Click To Tweet A brief pause will help you make a smarter next move.

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seconds to settle in and focus. Think of 18 Minutes as the FIND ME button for your life. It will guide you to your most effective self. It will offer you a clear view of yourself and your surroundings, and then provide you with a map to help you get where you want to go. It's the app that can help you reclaim your life. Not

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Based upon his weekly Harvard Business Review columns (which is one of the most popular columns on HBR.com, receiving hundreds of thousands of unique page views a month), 18 MINUTES clearly shows how busy people can cut through all the daily clutter and distractions and find a way to focus on those key items which are truly the top priorities in our lives Bregman works from the premise that the best way to combat constant and distracting interruptions is to create productive distractions of ...