

# Book Reading Summary: The 5 Elements of Effective Thinking

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# 1 Reading Summary

## 2 Introduction – Elements of Effective Thinking, Learning and Creating

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## 3 Ground Your Thinking – Understand Deeply

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### 3.1 Understand simple things deeply

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### 3.2 Clear the clutter – seek the essential

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### 3.3 See what's there

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### 3.4 See what's missing

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### 3.5 Final thoughts: Deeper is better

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## 4 Igniting Insights through Mistakes – Fail to Succeed

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### 4.1 Welcome accidental missteps – let your errors be your guide

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### 4.2 Finding the right question to the wrong answer

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### 4.3 Failing by intent

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### 4.4 Final thoughts: A modified mind-set

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## 5 Creating Questions out of Thin Air – Be Your Own Socrates

### 5.1 How answers can lead to questions

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### 5.2 Creating questions enlivens your curiosity

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### 5.3 What's the real question?

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### 5.4 Final thoughts: The art of creating questions and active listening

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## 6 Seeing the Flow of Ideas – Look Back, Look Forward

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### 6.1 Understanding current ideas through the flow of ideas

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## 7 Engaging Change – Transform Yourself

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### 7.1 You can do it

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### 7.2 Final thoughts: Becoming the quintessential you

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## 8 A Way to Provoke Effective Thinking – A Brief Review

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