



Read@Work

Your Reading Supplement for Work and More

Rethink Productivity.



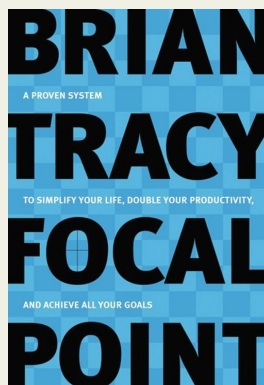
"It's not always that we need to do more but rather that we need to focus on less."

- Nathan W. Morris

CURATED READS

Personal Productivity

Remote work has provided an overdue opportunity to re-evaluate the notion of presenteeism ingrained in our office culture. The past year has taught us that we don't need to be pulling long hours in the office to be productive. How do we then redefine what it means to be productive?



Focal Point

by Brian Tracy
Call no.: 158 TRA

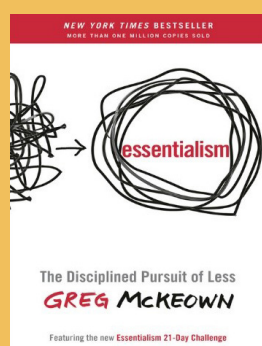
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AMACOM Books, 2017.

Brian Tracy brings together the very best ideas on personal management into a simple, easy-to-use plan. Learn how to develop absolute clarity about what you want, and how you can achieve supreme satisfaction, both personally and professionally.

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

Essentialism: The Disciplined Pursuit of Less

by Greg McKeown
Call no.: 153.83 MAC



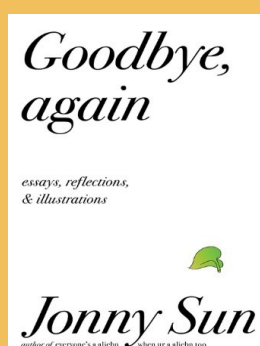
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Essentialism is not just a productivity technique; it is a systematic discipline for identifying the absolute essentials and eliminating everything that is not, so as to make the wisest possible investment of your time and energy in order to operate at our highest point of contribution.

Borrow the book [here](#).

Goodbye, Again

by Jonny Sun
Call no.: 152.42 SUN



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Harper Perennial, 2021.

A collection of personal essays that details the struggles of feeling productive, loneliness and isolation, Jonny Sun offers a highly intimate and relatable read in a time of chaos.

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

6 Unconventional Productivity Tips for A Calm and Focused 2021

Fast Company
Article



As the saying goes: "The only constant is change." The pandemic situation has shown everyone that life can be full of unwelcome changes, and when it becomes uncertain and everything seems beyond our control, the next best thing to do is to invest in ourselves, and build our mental resilience.

Read more [here](#).

THE HIT LIST

Looking for a new hobby? Nik Sharma's *The Flavor Equation* enriches both your body and mind about the science of cooking. Embrace your inner artist and learn how to steal like one with Austin Kleon's *Steal Like an Artist*. If you find yourself feeling lost about starting a creative project, why not dispel your doubts with Elizabeth Gilbert's *Big Magic*?

Borrow the e-books [here](#).
(The Hit List collection)



BOOKS WE LOVE PERSONAL PRODUCTIVITY

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