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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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Based upon his regular 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.

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Strategic advisor, Peter Bregman, explains how busy people can create a plan for managing their day in just 18 minutes. Bregman works from the premise that the best way to combat constant and distracting interruptions is to create productive distractions of one's own. His approach shows how to navigate through the constant chatter of emails, [...]

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Here are the steps for the 18 minute ritual:

Step 1. Your Morning Minutes. (5 Minutes) Decide what will make this day highly successful. What can you realistically accomplish? Begin your day with this exercise.

Step 2. Refocus. (1 Minute For Every Hour - 8 minutes) Set your phone, watch or computer to ring

every hour and start the work that is listed on your calendar.

Manage your day hour by hour.

Step 3. Your Evening Minutes. (5 Minutes)

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"18 Minutes" is one of those books a person living in the 19th century would never get, but a person living in the 21st century would deem it an essential guidebook. Its goal is to teach you how to focus and, by focusing, do some meaningful work. Consequently, it's a book intended for everyone who has...

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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.

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In **18 Minutes**, Bregman shows you four elements around which you should focus your efforts over the year: Leverage your strengths; Embrace your weaknesses; Assert your difference; Pursue your passion;

Part 3 - What is this day about? - this is where you learn how to translate what your year is about into a daily 18-minute plan. This isn't really a new concept.

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