

PDF | Manage Your Day-to-Day:  
Build Your Routine, Find Your Focus,  
and Sharpen Your Creative Mind

by Jocelyn K. Gleib (Editor)



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Are you overextended, over-distracted, and overwhelmed? Do you work at a breakneck pace all day, only to find that you haven't accomplished the most important things on your agenda by the time you leave the office?

The world has changed and the way we work has to change, too. *Manage Your Day-to-Day* will give you a toolkit for tackling the challenges of a 24/7, always-on workplace. We'll show you how to build a rock-solid daily routine, field a constant barrage of messages, find focus amid chaos, and carve out the time you need to do the work that matters.

Featuring contributions from: Scott Belsky, Mark McGuinness, Gretchen Rubin, Seth Godin, Tony Schwartz, Leo Babauta, Cal Newport, Christian Jarrett, Dan Ariely, Erin Rooney Doland, Aaron Dignan, Lori Deschene, Tiffany Shlain, Linda Stone, James Victore, Todd Henry, Scott McDowell, Stefan Sagmeister, Elizabeth Grace Saunders, and Steven Pressfield.



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