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The Smart but Scattered Guide to Success: How to Use Your Brain's Executive Skills to Keep Up, Stay Calm, and Get Organized at Work and at Home (Hardback)

By Peg Dawson, Richard Guare

Guilford Publications, United States, 2016. Hardback. Book Condition: New. 254 x 178 mm. Language: English . Brand New Book. Meeting a huge demand, Peg Dawson and Richard Guare (authors of the bestselling Smart but Scattered books focusing on kids and teens) now provide a state-of-the-art resource specifically geared to adults. Drs. Dawson and Guare offer expert guidance for boosting executive skills--the core brain-based abilities needed to get more done with less stress. Readers will be drawn in by realistic examples, self-quizzes, and science-based tools for strengthening time management, organization, emotional control, and more. And what you can't change, you can work around! The book is packed with simple yet effective strategies for maintaining focus, conquering clutter, staying on top of work demands, and taming the chaos of family life. Numerous worksheets and forms (which purchasers can download and print in a convenient 8 1/2 x 11 size) help readers customize the strategies to fit their needs. See also the authors Smart but Scattered parenting guides, plus an academic planner for students and related titles for professionals.



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