

No Drama Discipline The Whole Brain Way To Calm The Chaos And Nurture Your Child S Developing Mind Mindful Parenting

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[Mindsight](#) Simon and Schuster

“ The most helpful book on childhood anxiety I have ever read. ” —Michael Thompson, Ph.D. Whether it ' s the monster in the closet or the fear that arises from new social situations, school, or sports, anxiety can be especially challenging and maddening for children. And since anxiety has a mind of its own, logic and reassurance often fail, leaving parents increasingly frustrated about how to help. Now Lawrence J. Cohen, Ph.D., the author of Playful Parenting, provides a special set of tools to handle childhood anxiety. Offering simple, effective strategies that build connection through fun, play, and empathy, Dr. Cohen helps parents • start from a place of warmth, compassion, and understanding • teach children the basics of the body ' s “ security system ” : alert, alarm, assessment, and all clear. • promote tolerance of uncertainty and discomfort by finding the balance between outright avoidance and “ white-knuckling ” through a fear • find lighthearted ways to release tension in the moment, labeling stressful emotions on a child-friendly scale • tackle their own anxieties so they can stay calm when a child is distressed • bring children out of their anxious thoughts and into their bodies by using relaxation, breathing, writing, drawing, and playful roughhousing With this insightful resource of easy-to-implement solutions and strategies, you and your child can experience the opposite of worry, anxiety, and fear and embrace connection, trust, and joy. Praise for The Opposite of Worry “ The Opposite of Worry is an informative resource for parents and other family members. The book is easy to read, comprehensive and notable for its many practical suggestions. ” —New England Psychologist “ Good advice for parents making daily calls to the pediatrician . . . Anxiety is a full-body sport, and Cohen ' s main advice is not to treat it with words but with actions. . . . Physicality is about living in the present, and for anxious people, the present is a powerful place of healing. Intended for parents of children ages 3 to 15, this book offers anecdotes and fun anti-anxiety games. ” —Publishers Weekly “ Here ' s the help parents of anxious children have been looking for! Dr. Cohen ' s genius is in the warm and generous spirit of the strategies he outlines for parents. He grounds his playful approach in a sound explanation of how anxiety affects children, and how they heal. Parents will come away with plenty of ideas to help them develop their children ' s confidence. While reading, I found myself thinking, ‘ I ' d like to try that for myself! ’ ” —Patty Wipfler, founder and program director, Hand in Hand Parenting “ If you want to understand your child ' s anxiety—and your own parental worries—you must read Larry Cohen ' s brilliant book, The Opposite of Worry. Dr. Cohen is one of the most imaginative and thoughtful psychologists you will ever encounter. He explains how and why children become anxious and then shows how we can use empathy and play to help them escape from the terrifying dark corners of childhood. ” —Michael Thompson, Ph.D. “ The Opposite of Worry offers a treasure trove of ideas to help children feel confident and secure. Lawrence Cohen has written a book that will help every parent of an anxious child. ” —Aletha Solter, Ph.D., founder, Aware Parenting, and author of Attachment Play [How to Cultivate Courage, Curiosity, and Resilience in Your Child](#) Andrews McMeel Publishing The #1 New York Times best-selling guide to reducing hostility and generating goodwill between siblings. Already best-selling authors with How to Talk So Kids Will Listen & Listen So Kids Will Talk, Adele Faber and Elaine Mazlish turned their minds to the battle of the siblings. Parents themselves, they were determined to figure out how to help their children get along. The result was Siblings Without Rivalry. This wise, groundbreaking book gives parents the practical tools they need to cope with conflict, encourage cooperation, reduce competition, and make it possible for children to experience the joys of their special relationship. With humor and understanding—much gained from raising their own children—Faber and Mazlish explain how and when to intervene in fights, provide suggestions on how to help children channel their hostility into creative outlets, and demonstrate how to treat children unequally and still be fair. Updated to incorporate fresh thoughts after years of conducting workshops for parents and professionals, this edition also includes a new afterword.

How to Talk with Your Child about Gender, Consent, and Empathy Delacorte Press

No-Drama Discipline: The Whole-Brain Way to Calm the Chaos and Nurture Your Child's Developing Mind by Daniel J. Siegel Book Summary Abbey Beathan (Disclaimer: This is NOT the original book.) An effective roadmap that will teach you all about discipline and how to react properly to your child's misbehaviour. Are you struggling to deal with your child's tantrums, tears and tense moments? Believe me, you're not alone. In No-Drama Discipline you're not only going to learn how to deal with your child's negative reactions, but you'll also do it without causing a scene. You might think that's impossible but it's doable and made easy by Daniel J. Siegel! He walks us through how to talk to your child, redirect their emotions and turn a meltdown into a chance for growth. (Note: This summary is wholly written and published by Abbey Beathan. It is not affiliated with the original author in any way) "As scientists put it, the brain is plastic, or moldable. Yes, the actual physical architecture of the brain changes based on what happens to us." - Daniel J. Siegel Discover the true meaning of the word "discipline" and that's not about shouting or punishing but instructing. No-Drama Discipline is like a children's negotiation book where you'll learn how to talk to your child and turn negative situations into win-win discussions. Identify your own discipline philosophy while mastering the best ways to communicate with your child and instruct him. P.S. No-Drama Discipline is an extremely helpful book that will finally teach you how to deal with your child's tantrums and tears. P.P.S. It was Albert Einstein who famously said that once you stop learning, you start dying. It was Bill Gates who said that he would want the ability to read faster if he could only have one superpower in this world. Abbey Beathan's mission is to bring across amazing golden nuggets in amazing books through our summaries. Our vision is to make reading non-fiction fun, dynamic and

captivating. Ready To Be A Part Of Our Vision & Mission? Scroll Up Now and Click on the "Buy now with 1-Click" Button to Get Your Copy. Why Abbey Beathan's Summaries? How Can Abbey Beathan Serve You? Amazing Refresher if you've read the original book before Priceless Checklist in case you missed out any crucial lessons/details Perfect Choice if you're interested in the original book but never read it before Disclaimer Once Again: This book is meant for a great companionship of the original book or to simply get the gist of the original book. "One of the greatest and most powerful gift in life is the gift of knowledge. The way of success is the way of continuous pursuit of knowledge" - Abbey Beathan

Hope and Help for Children with Sensory Processing Disorder (SPD) Swift Reads

"In this groundbreaking book, parenting expert and acclaimed author of the bestselling book Simplicity Parenting Kim John Payne, M.Ed., flips the script on children's challenging or defiant behavior and lays out an elegantly simple plan to support parents in establishing loving, age-sensitive boundaries that help children feel safe and settled. In short: What looks like misbehavior is actually your children's signal that they're feeling lost, that they are trying to find direction and looking to you to guide them back on course. Payne gives parents heartwarming help and encouragement by combining astute observations with sensitive and often funny stories from his long career as a parent educator and a school and family counselor. In accessible language, he explains the relevance of current brain- and child-development studies to day-to-day parenting. Breaking the continuum of childhood into three stages, Payne says that parents need to play three different roles, each corresponding to one of those stages, to help steer children through their emotional growth and inevitable challenging times: The Governor, who is comfortably and firmly in charge--setting limits and making decisions for the early years up to around the age of eight The Gardener, who watches for emotional growth and makes decisions based on careful listening, assisting tweens in making plans that take the whole family's needs into account The Guide, who is both a sounding board and moral compass for emerging adults, helping teens build a sense of their life's direction as a way to influence healthy decision making Practical and rooted in common sense, The Soul of Discipline gives parents permission to be warm and nurturing but also calm and firm (not overreactive). It gives clear, doable strategies to get things back on track for parents who sense that their children's behavior has fallen into a troubling pattern. And best of all, it provides healthy direction to the entire family so parents can spend less time and energy on outmoded, punitive discipline and more on connecting with and enjoying their kids. Praise for Kim John Payne's Simplicity Parenting "[Payne is] like a master closet reorganizer for the soul."--Time "If you are raising children in these anxious times, you need this book. It will inspire you, reassure you, and, most important, it will remind you that less is more."--Katrina Kenison, author of The Gift of an Ordinary Day "Including practical strategies for turning down the volume and creating a pace that fosters calmness, mindfulness, reflection, and individuality in children, Simplicity Parenting should be on every parent's (indeed, every person's) reading list."--Kathleen A. Brehony, Ph.D., author of Awakening at Midlife "Brilliant, wise, informative, innovative, entertaining, and urgently needed, this timely book is a godsend for all who love children, and for children themselves. It provides a doable plan for providing the kind of childhood that kids desperately need today!"--Edward M. Hallowell, M.D., author of The Childhood Roots of Adult Happiness"--

Sensational Kids W. W. Norton & Company

NEW YORK TIMES BESTSELLER • More than 1 million copies in print! •

The authors of No-Drama Discipline and The Yes Brain explain the new science of how a child ' s brain is wired and how it matures in this pioneering, practical book. “ Simple, smart, and effective solutions to your child ' s struggles. ” —Harvey Karp, M.D. In this pioneering, practical book, Daniel J. Siegel, neuropsychiatrist and author of the bestselling Mindsight, and parenting expert Tina Payne Bryson offer a revolutionary approach to child rearing with twelve key strategies that foster healthy brain development, leading to calmer, happier children. The authors explain—and make accessible—the new science of how a child ' s brain is wired and how it matures. The “ upstairs brain, ” which makes decisions and balances emotions, is under construction until the mid-twenties. And especially in young children, the right brain and its emotions tend to rule over the logic of the left brain. No wonder kids throw tantrums, fight, or sulk in silence. By applying these discoveries to everyday parenting, you can turn any outburst, argument, or fear into a chance to integrate your child ' s brain and foster vital growth. Complete with age-appropriate strategies for dealing with day-to-day struggles and illustrations that will help you explain these concepts to your child, The Whole-Brain Child shows you how to cultivate healthy emotional and intellectual development so that your children can lead balanced, meaningful, and connected lives. “ [A] useful child-rearing resource for the entire family . . . The authors include a fair amount of brain science, but they present it for both adult and child audiences. ” —Kirkus Reviews “ Strategies for getting a youngster to chill out [with] compassion. ” —The Washington Post “ This erudite, tender, and funny book is filled with fresh ideas based on the latest neuroscience research. I urge all parents who want kind, happy, and emotionally healthy kids to read The Whole-Brain Child. This is my new baby gift. ” —Mary Pipher, Ph.D., author of Reviving Ophelia and The Shelter of Each Other “ Gives parents and teachers ideas to get all parts of a healthy child ' s brain working together. ” —Parent to Parent [Using Jewish Teachings to Raise Self-Reliant Children](#) Scribe Publications “ A wise and fresh approach to mindful parenting. ” —Tara Brach, author of Radical Acceptance A kinder, more compassionate world starts with kind and compassionate kids. In Raising Good Humans, you ' ll find powerful and practical strategies to break free from “ reactive parenting ” habits and raise kind, cooperative, and confident kids. Whether you ' re running late for school, trying to get your child to eat their vegetables, or dealing with an epic meltdown in the checkout line at a grocery store—being a parent is hard work! And, as parents, many of us react in times of stress without thinking—often by yelling. But what if, instead of always reacting on autopilot, you could respond thoughtfully in those moments, keep your cool, and get from A to B on time and in one piece? With this book, you ' ll find powerful mindfulness skills for calming your own stress response when difficult emotions arise. You ' ll also discover strategies for cultivating respectful communication, effective conflict resolution, and reflective listening. In the process, you ' ll learn to examine your

own unhelpful patterns and ingrained reactions that reflect the generational habits shaped by your parents, so you can break the cycle and respond to your children in more skillful ways. When children experience a parent reacting with kindness and patience, they learn to act with kindness as well—thereby altering generational patterns for a kinder, more compassionate future. With this essential guide, you'll see how changing your own "autopilot reactions" can create a lasting positive impact, not just for your kids, but for generations to come. An essential, must-read for all parents—now more than ever. "To raise the children we hope to raise, we have to learn to become the person we hoped to be.... This wonderful book will help you handle the ride." —KJ Dell'Antonia, author of *How to Be a Happier Parent* "Hunter Clarke-Fields shares her wisdom and personal experience to help parents create peaceful families." —Joanna Faber and Julie King, coauthors of *How to Talk So Little Kids Will Listen* [How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work](#) Brazos Press

In *Teen-Proofing*, now available in paperback, he tackles the challenges of raising a teenager with his trademark user-friendly, humorous, and commonsense style. Rosemond lays out a perfectly sound and logical case for recognizing the realities of the teen-parent relationship, forming the foundation, and parenting with the "Long Rope Principle." In short, the author demonstrates how Mom and Dad can avoid the pitfalls of becoming dictatorial "Control Freaks," skirt the potholes of turning into permissive "Wimps," and enjoy the freedom and rewards of parenting in a controlled (but not controlling) and relaxed manner. Teenagers, Rosemond readily admits, can be a challenge. But infusing young adults with a sense of personal responsibility, then showing them the results of good and bad choices, is a goal every parent can achieve.

[Help Your Child be More Resilient, Independent and Creative](#) Harper Collins

Details a program for improving communication between parents and children, providing sample dialogues, role-playing exercises, and humorous yet illuminating cartoons

The Whole-brain Way to Calm the Chaos and Nurture Your Child's Developing Mind UNESCO Publishing

No-Drama Discipline: The Whole-Brain Way to Calm the Chaos and Nurture Your Child's Developing Mind by Daniel J. Siegel *Conversation Starters* In the *New York Times*, bestselling book *No-Drama Discipline: The Whole-Brain Way to Calm the Chaos and Nurture Your Child's Developing Mind*, Dr. Dan Siegel and Dr. Tina Payne Bryson tackle the ultimate parenting challenge. Siegel and Bryson highlight the link between how a parent reacts to misbehavior and the child's neurological development. This book is a compassionate yet effective roadmap for handling tensions, tears, and tantrums without causing a scene. The authors define the true meaning of "discipline," which is to instruct. They explain how the parents can reach out to the child, redirect his strong emotions and use a meltdown into an opportunity to grow for the child. *Parents* magazine says that *No-Drama Discipline* has "a lot of fascinating insights." It is an "an eye-opener worth reading." The *Opposite of Worry* author Dr. Lawrence J. Cohen says that *No-Drama Discipline* "grabbed me from the very first page and did not let go." A Brief Look Inside: EVERY GOOD BOOK CONTAINS A WORLD FAR DEEPER than the surface of its pages. The characters and their world come alive, and the characters and its world still live on. *Conversation Starters* is peppered with questions designed to bring us beneath the surface of the page and invite us into the world that lives on. These questions can be used to.. *Create Hours of Conversation:*

- Foster a deeper understanding of the book
- Promote an atmosphere of discussion for groups
- Assist in the study of the book, either individually or corporately
- Explore unseen realms of the book as never seen before

How a Deeper Self-Understanding Can Help You Raise Children Who Thrive: 10th Anniversary Edition Bantam

Daniel J. Siegel goes beyond the nature and nurture divisions that traditionally have constrained much of our thinking about development, exploring the role of interpersonal relationships in forging key connections in the brain. He presents a groundbreaking new way of thinking about the emergence of the human mind and the process by which each of us becomes a feeling, thinking, remembering individual. Illuminating how and why neurobiology matters. New to This Edition *Incorporates significant scientific and technical advances. *Expanded discussions of cutting-edge topics, including neuroplasticity, epigenetics, mindfulness, and the neural correlates of consciousness. *Useful pedagogical features: pull-outs, diagrams, and a glossary. *Epilogue on domains of integration--specific pathways to well-being and therapeutic change.

The Blessing Of A Skinned Knee Independently Published

Based on their *New York Times* bestselling book *No-Drama Discipline*, internationally acclaimed neuropsychiatrist Daniel J. Siegel, MD, and brain-based parenting expert Tina Payne Bryson, PhD, have created a guide to manage and reduce drama in your interactions with your kids, and even decrease the amount of time you spend having to discipline. The goal is simple: discipline less on autopilot by developing a set of principles and strategies based on your own family dynamics. These stories, reflections, and exercises will help you think more deeply about the way you communicate with your kids, and provide opportunities for peaceful and nurturing conflict resolution.

[The Soul of Discipline](#) W. W. Norton & Company

No-drama Discipline *The Whole-brain Way to Calm the Chaos and Nurture Your Child's Developing Mind* Bantam

[Parenting from the Inside Out](#) Simon and Schuster

Learn how ten habits can help children to understand and manage their emotions and behaviour.

[No-Drama Discipline Workbook](#) New Harbinger Publications

The second edition of Joe Newman's acclaimed book *Raising Lions* is an essential guide for parents and teachers raising strong-willed, precocious children. It offers clear insights into what motivates the most challenging behaviors, and what kinds of responses turn these behaviors around. "One of the best books on child-rearing I've ever read. Joe Newman describes a cultural shift that has reinforced anxiety and behavior disorders in children by negating parental authority. Even more important, he provides specific, non-punitive ways for parents to help their kids by taking back their authority. Filled with examples and experiences from the author's own life as a child with A.D.H.D., the book is a treasure-trove of useful information." Barry Michels, psychotherapist and *New York Times* bestselling author of *The Tools*. "This book is packed with useful information. It is an insightful and practical guide for managing children. I would recommend it to any parent." L. Alan Sroufe, Professor Emeritus Ph.D. University of Minnesota Current childrearing techniques seek to develop children who are confident, self-assured, and unafraid to speak their minds—lions instead of lambs. Although largely positive, this shift has brought with it some very serious problems in our children's behavior. Without going back to an authoritarian model, Joe Newman has

developed new ways of helping children develop the ability to self-regulate without undermining their confidence and individuality. *Raising Lions* challenges us to re-examine our interactions and relationships with children, re-think the root causes of behavior problems and find new ways to support healthy, happy development. For over 20 years Joe Newman has worked with children, parents, teachers, and administrators to help them understand and improve child behavior.

The UltraMind Solution Simon and Schuster

Parenting isn't easy. Showing up is. Your greatest impact begins right where you are. Now the bestselling authors of *The Whole-Brain Child* and *No-Drama Discipline* explain what this means over the course of childhood. "There is parenting magic in this book." --Michael Thompson, Ph.D., co-author of the *New York Times* bestselling classic *Raising Cain* One of the very best scientific predictors for how any child turns out--in terms of happiness, academic success, leadership skills, and meaningful relationships--is whether at least one adult in their life has consistently shown up for them. In an age of scheduling demands and digital distractions, showing up for your child might sound like a tall order. But as bestselling authors Daniel Siegel and Tina Payne Bryson reassuringly explain, it doesn't take a lot of time, energy, or money. Instead, showing up means offering a quality of presence. And it's simple to provide once you understand the four building blocks of a child's healthy development. Every child needs to feel what Siegel and Bryson call the Four S's: * Safe: We can't always insulate a child from injury or avoid doing something that leads to hurt feelings. But when we give a child a sense of safe harbor, she will be able to take the needed risks for growth and change. * Seen: Truly seeing a child means we pay attention to his emotions--both positive and negative--and strive to attune to what's happening in his mind beneath his behavior. * Soothed: Soothing isn't about providing a life of ease; it's about teaching your child how to cope when life gets hard, and showing him that you'll be there with him along the way. A soothed child knows that he'll never have to suffer alone. * Secure: When a child knows she can count on you, time and again, to show up--when you reliably provide safety, focus on seeing her, and soothe her in times of need, she will trust in a feeling of secure attachment. And thrive! Based on the latest brain and attachment research, *The Power of Showing Up* shares stories, scripts, simple strategies, illustrations, and tips for honoring the Four S's effectively in all kinds of situations--when our kids are struggling or when they are enjoying success; when we are consoling, disciplining, or arguing with them; and even when we are apologizing for the times we don't show up for them. Demonstrating that mistakes and missteps are repairable and that it's never too late to mend broken trust, this book is a powerful guide to cultivating your child's healthy emotional landscape.

[Exercises, Activities, and Practical Strategies to Calm the Chaos and Nurture Developing Minds](#) Guilford Publications

No-Drama Discipline: The Whole-Brain Way to Calm the Chaos and Nurture Your Child's Developing Mind by Daniel J. Siegel: *Conversation Starters* In the *New York Times*, bestselling book *No-Drama Discipline: The Whole-Brain Way to Calm the Chaos and Nurture Your Child's Developing Mind*, Dr. Dan Siegel and Dr. Tina Payne Bryson tackle the ultimate parenting challenge. Siegel and Bryson highlight the link between how a parent reacts to misbehavior and the child's neurological development. This book is a compassionate yet effective roadmap for handling tensions, tears, and tantrums without causing a scene. The authors define the true meaning of "discipline," which is to instruct. They explain how the parents can reach out to the child, redirect his strong emotions and use a meltdown into an opportunity to grow for the child. *Parents* magazine says that *No-Drama Discipline* has "a lot of fascinating insights." It is an "an eye-opener worth reading." The *Opposite of Worry* author Dr. Lawrence J. Cohen says that *No-Drama Discipline* "grabbed me from the very first page and did not let go." A Brief Look Inside: EVERY GOOD BOOK CONTAINS A WORLD FAR DEEPER than the surface of its pages. The characters and their world come alive, and the characters and its world still live on. *Conversation Starters* is peppered with questions designed to bring us beneath the surface of the page and invite us into the world that lives on. These questions can be used to.. *Create Hours of Conversation:*

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Disclaimer: This book you are about to enjoy is an independent resource meant to supplement the original book. If you have not yet read the original book, we encourage you to before purchasing this unofficial *Conversation Starters*.

Raising Lions Penguin

An updated edition—with a new preface—of the bestselling parenting classic by the author of "BRAINSTORM: The Power and Purpose of the Teenage Brain" In *Parenting from the Inside Out*, child psychiatrist Daniel J. Siegel, M.D., and early childhood expert Mary Hartzell, M.Ed., explore the extent to which our childhood experiences shape the way we parent. Drawing on stunning new findings in neurobiology and attachment research, they explain how interpersonal relationships directly impact the development of the brain, and offer parents a step-by-step approach to forming a deeper understanding of their own life stories, which will help them raise compassionate and resilient children. Born out of a series of parents' workshops that combined Siegel's cutting-edge research on how communication impacts brain development with Hartzell's decades of experience as a child-development specialist and parent educator, this book guides parents through creating the necessary foundations for loving and secure relationships with their children.

The Revolutionary Program That Gets Your Kids to Listen Without Nagging, Remind, or Yelling Ballantine Books

Parents have heard that play is a child's work—but play is not for kids only. As psychologist Lawrence J. Cohen, Ph.D., demonstrates in this delightful new book, play can be the basis for an innovative and rewarding approach to parenting. From eliciting a giggle during baby's first game of peek-a-boo to cracking jokes with a teenager while hanging out at the mall, *Playful Parenting* is a complete guide to using play to raise strong, confident children. Have you ever stepped back to watch what really goes on when your children play? As Dr. Cohen

points out, play is children's complex and fluid way of exploring the world, communicating hard-to-express feelings, getting close to those they care about, working through stressful situations, and simply blowing off steam. That's why "playful parenting" is so important and so successful in building strong, close bonds between parents and children. Through play we join our kids in their world. We help them express and understand deep emotions, foster connection, aid the process of emotional healing--and have a great time ourselves while we're at it. Anyone can be a playful parent--all it takes is a sense of adventure and a willingness to let down your guard and try something new. After identifying why it can be hard for adults to play, Dr. Cohen discusses how to get down on the floor and join children on their own terms. He covers games, activities, and playful interactions that parents can enjoy with children of all ages, whether it's gazing deep into a baby's eyes, playing chase with a toddler, fantasy play with a grade schooler, or reducing a totally cool teenager to helpless laughter. Playful Parenting also includes illuminating chapters on how to use play to build a child's confidence and self-esteem, how to play through sibling rivalry, and how play can become a part of loving discipline. Written with love and humor, brimming with good advice and revealing anecdotes, and grounded in the latest research, Playful Parenting will make you laugh even as it makes you wise in the ways of being a happy, effective, enthusiastic parent.

Summary of No-Drama Discipline TarcherPerigee

From the ten-time New York Times bestselling author of Ultrametabolism, The Blood Sugar Solution, and Eat Fat, Get Thin comes The UltraMind Solution. —Do you find it next to impossible to focus or concentrate? —Have you ever experienced instant clarity after exercise? Alertness after drinking coffee? —Does your brain inexplicably slow down during stress, while multitasking, or when meeting a deadline? —Do you get anxious, worried, or stressed-out frequently? In The UltraMind Solution, Dr. Mark Hyman explains that to fix your broken brain, you must heal your body first. Through his simple six-week plan, Dr. Hyman shows us how to correct imbalances caused by nutritional deficiencies, allergens, infections, toxins, and stress, restoring our health and gaining an UltraMind—one that 's highly focused, able to pay attention at will, has a strong memory, and leaves us feeling calm, confident, in control, and in good spirits.

The Whole-brain Child Workbook Sourcebooks, Inc.

From the creator of the popular website Ask a Manager and New York ' s work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There ' s a reason Alison Green has been called “ the Dear Abby of the work world. ” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don ' t know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You ' ll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “ reply all ” • you ' re being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate ' s loud speakerphone is making you homicidal • you got drunk at the holiday party

Praise for Ask a Manager “ A must-read for anyone who works . . . [Alison Green ' s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work. ” —Booklist (starred review) “ The author ' s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers ' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience. ” —Library Journal (starred review) “ I am a huge fan of Alison Green ' s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor. ” —Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide “ Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way. ” —Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together