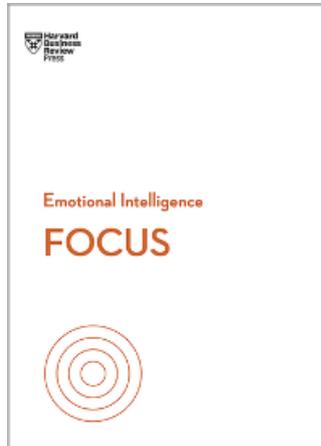


PM WORLD BOOK REVIEW



Book Title: **FOCUS (HBR Emotional Intelligence Series)**

Author: Various Authors

Publisher: Harvard Business Review Press

List Price: \$19.99

Format: Soft Cover, 176 pages

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Reviewer: **Edward Raibick, PMP**

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Introduction

The **Harvard Business Review** book titled **Emotional Intelligence – FOCUS**, is one in a series of books focusing on the human side of management and professional life. It focuses on providing tips for staying laser focused on achieving individual goals and business objectives, avoiding distractions, and stress reduction techniques as you work in a fast-paced business environment.

Overview of Book's Structure

- **Chapter 1.- by Daniel Goleman**, discusses in detail the three types of focus: self-focus, focus on others and focus on the world. It provides insight to the primary challenge of any leader is to direct attention and filter distractions, not only with themselves, but with others as well. Daniel dives into subjects such as the empathy triad, self-control, and the importance of building relationships.
- **Chapter 2 – by Kandi Wiens**, dives into breaking the cycle of stress and distraction by using emotional intelligence. She discusses the impact of stress on the body, causes of stress, and methods of stress reduction. Not actively managing stress can leave the individual feeling anxious, unable to focus, and trigger hormonal changes that can have a negative impact on the body. Kandi provides practical mindful techniques for combating these issues. She also discusses *mindfulness* as a tool to regain focus and reduce stress.
- **Chapter 3 - by Michael Lipson**, reviews improving focus by actively knowing that you are losing focus, and then providing tips and techniques that can be used to regain focus. Actively knowing that distraction is occurring, and the

structure of distraction, you will improve the strength in remaining focused and minimizing distraction.

- **Chapter 4 – by Amy Gallo**, discusses what to do when you are feeling distracted. Insights on managing emotional responses of frustration, anxiety and anger are reviewed as well as its impact on productivity. She also dives into the dangers of multitasking, and its impact on overall productivity goals and objectives. Amy discusses setting up personal boundaries for yourself, interactions with others, colleague support and personal care during times where high attention focus is required.
- **Chapter 5 – by Heidi Grant**, coaches the reader on self-motivation in getting their project started and avoiding procrastination. She discusses the main reasons for procrastination and methods that can be used for dealing with each situation. She also introduced *if-then* planning methods for completing your project based on various possible situations.
- **Chapter 6 – by Monique Valcour**, discusses productivity tips beyond calendars, spreadsheets and task lists. She dives into the mind-body connection, rest, exercise, and positive thought control to overcome the challenges and produce excellent results.
- **Chapter 7 – by Amy Jen Su**, introduces five ways to focus your energy during a work crunch. Accepting the situation, analyzing your emotions, personal choice, self-compassion, and communication with colleagues and loved ones are reviewed in detail.
- **Chapter 8 – by Maura Thomas**, reviews focus problems and time management within teams. Areas discussed include time vs. attention management, identifying environments that undermine focus, proper communication channels, work triage, and assignment of the proper workers for task assignments. Also discussed is the over monitoring of IT systems and the pitfalls of 24/7/365 support assignments.
- **Chapter 9 – by Jacqueline Carter**, dives into a practice that is currently gaining momentum in our culture. The practice is called *Mindfulness*. She defines *Mindfulness* and provides several tools and practices that can be used during the workday and in your personal life.
- **Chapter 10 – by Srini Pillay**, provides the insight of *too much focus* and focus overload. Tools and techniques such as hourly alarms are used to pause and relax, The use of specific *Mindfulness* techniques before, during and after your workday are also discussed for optimum results.

Highlights

The **Harvard Business Review** book titled **Emotional Intelligence – FOCUS** is a quick read and a great reference for managers, and professionals seeking to improve productivity and focus in the fast paced, interrupt driven chaotic work environment. It provides tools and techniques that can be immediately used to hone in on problem areas and increase focus and productivity as well as stress reduction and health management.

Highlights: What I liked!

Each chapter is written by a different author, providing an individual and unique perspective to the chapter's topic. Often books written by an author can "lose steam" as the reader dives further into the subject matter. I did not experience this situation with this book since each chapter offered a unique insight and perspective by individual authors.

Who might benefit from the Book?

Emotional Intelligence – FOCUS is a helpful resource for individuals in any level of business. Seasoned professionals immersed in hectic and chaotic environments, as well as individuals entering the work force, and wanting to learn how to master these skills and insights will benefit from this book.

Conclusion

The **Harvard Business Review** book titled **Emotional Intelligence – FOCUS** is, in my opinion, a valuable resource for individuals in the professional world. The content is clear and concise and a quick read that can be read and pondered by the reader. I would greatly recommend this book to business professionals and managers.

For more about this book, go to: <https://store.hbr.org/product/focus-hbr-emotional-intelligence-series/10226>

Editor's note: This book review was the result of a partnership between the publisher, PM World and the [PMI Dallas Chapter](#). Authors and publishers provide the books to PM World; books are delivered to the PMI Dallas Chapter, where they are offered free to PMI members to review; book reviews are published in the PM World Journal and PM World Library. PMI Dallas Chapter members can keep the books as well as claim PDUs for PMP recertification when their reviews are published.

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About the Reviewer



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Edward Raibick, PMP is a Project Management Consultant with extensive experience in software engineering, managerial and IT Project Management. Edward holds a Master's degree in Information Technology with a concentration in Internet and IT security, a Bachelor's degree in Information Technology and an Associate in Specialized Technology degree in Electronics. His career includes over 10 years with the IBM Corporation and over 15 years with Texas Instruments. His consultant projects includes major clients such as Experian, United Airlines and Southwest Airlines.

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