

smarter faster better

smarter faster better is not just a catchy phrase—it is a proven approach to achieving superior results in today's dynamic world. Whether you're a business professional, student, entrepreneur, or someone seeking personal growth, learning to work smarter, not harder, is key to unlocking your full potential. This comprehensive guide explores the core principles behind becoming smarter, faster, and better, drawing from scientific research, expert strategies, and real-world examples. You'll discover practical methods for boosting productivity, making better decisions, enhancing focus, and fostering innovation. By integrating these strategies into your daily life, you can streamline your efforts, achieve your goals with less stress, and stay ahead in a fast-paced environment. Read on to learn how to transform your habits, optimize your workflow, and cultivate a mindset that supports continuous improvement.

- Understanding the Smarter Faster Better Philosophy
- Key Principles of Working Smarter
- Time Management for Maximum Efficiency
- Decision-Making Strategies for Better Outcomes
- Developing Focus and Mental Clarity
- Innovation and Continuous Improvement
- Actionable Tips for Smarter, Faster, Better Living

Understanding the Smarter Faster Better Philosophy

The smarter faster better philosophy is grounded in optimizing how we work and live. It emphasizes using intelligence, efficiency, and adaptability to achieve superior results. This approach focuses on prioritizing high-impact tasks, leveraging technology, and fostering productive habits. The goal is to produce more value with less wasted effort, reduce burnout, and cultivate a proactive mindset. By embracing these principles, individuals and organizations can realize greater achievements while maintaining balance and well-being.

The Origins and Importance of the Concept

The idea of getting smarter, faster, and better has roots in productivity science and behavioral psychology. It was popularized by thought leaders and authors who recognized the limitations of simply working harder. Organizations and individuals increasingly seek ways to streamline processes, make informed decisions, and adapt to rapid change. This philosophy is vital in today's fast-evolving landscape, where efficiency, innovation, and agility

are prized.

Key Principles of Working Smarter

Working smarter involves leveraging strategies that maximize results while minimizing unnecessary effort. It means focusing on effectiveness, not just efficiency. The smarter faster better approach incorporates proven principles that anyone can apply to their personal or professional life.

Prioritization and the Pareto Principle

One of the core tenets of working smarter is prioritization. The Pareto Principle, also known as the 80/20 rule, states that 80% of results come from 20% of efforts. Identifying and concentrating on these critical tasks allows for maximum impact. This principle is widely used in business management, time optimization, and goal setting.

Automation and Delegation

Delegating tasks and automating repetitive processes are essential for freeing up time and mental energy. By using technology and leveraging the strengths of others, you can focus on high-value activities that require your unique skills and expertise.

Continuous Learning and Adaptation

Staying competitive and effective requires a commitment to ongoing learning and adaptation. Embracing new tools, techniques, and perspectives ensures that you remain agile and capable in a changing world. This mindset is central to the smarter faster better philosophy.

Time Management for Maximum Efficiency

Mastering time management is crucial for achieving smarter, faster, better results. Efficient use of time enables individuals to accomplish more with less stress and greater satisfaction. Developing time management skills involves identifying priorities, minimizing distractions, and structuring your day for optimal productivity.

Effective Scheduling Techniques

Strategic scheduling can significantly enhance productivity. Techniques such as time blocking, batching similar tasks, and setting clear deadlines help ensure that high-priority activities receive the attention they deserve. Allocating focused time for deep work reduces the likelihood of multitasking

and improves output quality.

Eliminating Time Wasters

Identifying and eliminating activities that do not contribute to your goals is a hallmark of working smarter. Common time wasters include excessive meetings, unnecessary emails, and prolonged social media use. By setting boundaries and using productivity tools, you can reclaim valuable hours each week.

- Use calendar apps to schedule and track tasks
- Set specific goals for each work session
- Batch similar tasks together to minimize context switching
- Review and adjust your schedule regularly

Decision-Making Strategies for Better Outcomes

Making smarter decisions is a critical component of achieving better results faster. Decision fatigue, information overload, and emotional biases can undermine the quality of choices. Adopting structured decision-making methods helps minimize errors and optimize outcomes.

The Power of Data-Driven Decisions

Relying on data and evidence rather than intuition alone leads to more reliable decisions. Collecting relevant information, analyzing trends, and evaluating potential risks ensures that choices are aligned with your objectives. Data-driven decision-making is widely used in business, finance, and personal development.

Reducing Cognitive Biases

Awareness of common cognitive biases, such as confirmation bias or overconfidence, is essential for objective decision-making. Employing checklists, seeking diverse perspectives, and pausing before finalizing decisions can help mitigate these biases.

Developing Focus and Mental Clarity

Sustained focus and mental clarity are foundational to working smarter, faster, and better. In a world filled with distractions, cultivating

concentration and mindfulness enhances your ability to perform at your best. Improved focus leads to higher efficiency, better problem-solving, and greater creativity.

Techniques for Enhancing Focus

Proven techniques such as the Pomodoro Technique, mindfulness meditation, and scheduled digital detoxes can sharpen attention and reduce mental clutter. Setting aside distraction-free time for deep work encourages flow states and peak performance.

Building Resilience Against Distractions

Developing habits that protect your focus is key to long-term productivity. This includes creating a dedicated workspace, using noise-cancelling tools, and communicating boundaries with colleagues or family members. Regular breaks and physical activity also support sustained mental energy.

Innovation and Continuous Improvement

Innovation is a driving force behind smarter, faster, and better outcomes. The willingness to experiment, learn from mistakes, and refine processes fosters consistent growth and advancement. Organizations and individuals who prioritize continuous improvement stay ahead in their fields.

Fostering a Growth Mindset

A growth mindset embraces challenges, values effort, and learns from feedback. This outlook encourages exploration and adaptability, making it easier to overcome setbacks and seize new opportunities. Regularly reviewing performance and seeking constructive criticism are integral to this mindset.

Implementing Kaizen Principles

Kaizen, a Japanese term meaning "continuous improvement," involves making incremental changes that add up to significant progress over time. Applying Kaizen principles encourages ongoing evaluation and optimization of workflows, products, and personal habits.

Actionable Tips for Smarter, Faster, Better Living

Incorporating smarter faster better strategies into everyday routines leads to tangible improvements in productivity and well-being. The following

actionable tips offer practical ways to implement these principles:

1. Set clear, measurable goals and review progress regularly.
2. Use technology to automate repetitive tasks.
3. Prioritize tasks based on impact and urgency.
4. Schedule time for uninterrupted, focused work.
5. Seek feedback and learn continuously.
6. Break larger projects into manageable steps.
7. Maintain work-life balance to support sustained performance.

By applying these tips, you can systematically enhance your effectiveness, achieve your objectives more quickly, and enjoy a more fulfilling, efficient life. The smarter faster better philosophy is accessible to anyone willing to adopt a proactive, strategic approach to their goals and daily routines.

Q: What does it mean to work smarter, faster, and better?

A: Working smarter, faster, and better involves optimizing your approach to work and life by focusing on high-impact activities, improving efficiency, making informed decisions, and continuously learning and adapting to new challenges.

Q: What are some practical ways to become smarter, faster, and better at work?

A: Practical methods include prioritizing tasks using the 80/20 rule, automating repetitive actions, delegating when possible, managing time effectively, and continuously seeking new knowledge and skills.

Q: How can I improve my decision-making to achieve better results?

A: To improve decision-making, rely on data-driven approaches, be aware of cognitive biases, consult with others for diverse perspectives, and use structured frameworks like pro/con lists or decision matrices.

Q: Why is continuous improvement important in the smarter faster better approach?

A: Continuous improvement ensures ongoing growth, adaptability, and competitiveness. It helps individuals and organizations refine their processes, innovate, and achieve higher levels of success over time.

Q: What are the benefits of focusing on mental clarity and focus?

A: Enhanced mental clarity and focus lead to increased productivity, better problem-solving, reduced stress, and improved creativity. These qualities are essential for achieving smarter, faster, and better outcomes.

Q: How does the smarter faster better philosophy apply to personal life?

A: In personal life, this philosophy can help you set and achieve meaningful goals, maintain balance, use resources efficiently, and continuously improve your habits and routines for greater well-being.

Q: What are some tools that support working smarter and faster?

A: Tools such as calendar and task management apps, automation platforms, productivity timers, and note-taking software support smarter, faster workflows by organizing tasks and minimizing manual effort.

Q: How can organizations foster a smarter, faster, better culture?

A: Organizations can foster such a culture by encouraging innovation, supporting ongoing learning and development, implementing efficient processes, and recognizing high-impact contributions from team members.

Q: What role does technology play in achieving smarter, faster, better results?

A: Technology enables automation, enhances communication, provides data analytics, and streamlines workflows, making it a key enabler of smarter, faster, and better performance in various contexts.

Q: Are there any common mistakes to avoid when trying to work smarter, faster, and better?

A: Common mistakes include overloading on multitasking, neglecting rest and balance, ignoring feedback, and failing to review and adjust strategies regularly. Avoiding these errors helps sustain long-term progress.

Smarter Faster Better

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Smarter, Faster, Better: Optimizing Your Life for Peak Performance

Are you feeling overwhelmed, constantly chasing deadlines, and struggling to achieve your goals? Do you dream of a life where you're not just busy, but productive; not just efficient, but effective? This blog post is designed to help you achieve exactly that – a life that's smarter, faster, better. We'll explore practical strategies and actionable steps to boost your productivity, sharpen your focus, and ultimately, achieve more in less time. Get ready to unlock your potential and transform your daily life.

H2: Mastering Time Management: The Foundation of Smarter, Faster, Better

Time is our most precious resource, yet many of us squander it without a second thought. Effective time management isn't about cramming more into your day; it's about prioritizing tasks and optimizing your workflow. Several techniques can help you achieve this:

Prioritization Techniques: Learn the Eisenhower Matrix (urgent/important), the Pareto Principle (80/20 rule), or simply list your tasks by importance. Focus on high-impact activities first.

Time Blocking: Schedule specific blocks of time for specific tasks. This eliminates context switching and promotes deeper focus.

Pomodoro Technique: Work in focused bursts (e.g., 25 minutes) followed by short breaks. This prevents burnout and maintains concentration.

Batching Similar Tasks: Group similar tasks together to streamline your workflow and reduce mental switching costs. For example, answer all your emails at once instead of sporadically throughout the day.

H2: Sharpening Your Focus: The Key to Faster Results

In today's distraction-filled world, maintaining focus is a challenge. However, a focused mind is the key to faster and better results. Here are some proven strategies:

Minimize Distractions: Turn off notifications, close unnecessary tabs, and find a quiet workspace. Consider using website blockers or focus apps to enhance your concentration.

Mindfulness and Meditation: Practicing mindfulness can significantly improve your attention span and ability to focus. Even short meditation sessions can make a difference.

Regular Breaks: Stepping away from your work for short breaks can actually improve your focus and productivity. Use these breaks to recharge and avoid burnout.

Optimize Your Workspace: A clean, organized, and comfortable workspace can significantly improve

your focus and productivity.

H2: Enhancing Your Cognitive Abilities: The Path to Smarter Decisions

Being smarter isn't just about intelligence; it's about making better decisions and utilizing your cognitive abilities efficiently. Consider these approaches:

Continuous Learning: Embrace lifelong learning through reading, online courses, or workshops. Expand your knowledge and skills to improve your decision-making abilities.

Critical Thinking: Develop your critical thinking skills by questioning assumptions, analyzing information objectively, and considering different perspectives.

Strategic Planning: Don't just react; proactively plan your actions and anticipate potential challenges. This allows for more efficient and effective work.

Effective Communication: Clearly and concisely communicate your ideas and needs. This prevents misunderstandings and ensures everyone is on the same page.

H2: Leveraging Technology for Smarter, Faster, Better Results

Technology can be a powerful tool to boost your productivity and efficiency. Explore these options:

Project Management Software: Tools like Asana, Trello, or Monday.com can help you organize tasks, track progress, and collaborate with others effectively.

Note-Taking Apps: Utilize apps like Evernote or OneNote to capture ideas, organize information, and improve your memory.

Automation Tools: Explore automation tools to streamline repetitive tasks and free up your time for more important activities.

Collaboration Platforms: Utilize tools like Slack or Microsoft Teams for efficient communication and collaboration with colleagues or team members.

Conclusion:

Embracing a smarter, faster, better approach to life isn't about working harder; it's about working smarter. By implementing the strategies outlined above, you can significantly improve your productivity, enhance your focus, and achieve more in less time. Remember, consistency is key. Start by incorporating one or two techniques into your daily routine and gradually build from there. The journey towards a more productive and fulfilling life starts with a single step.

FAQs:

1. How can I overcome procrastination? Break down large tasks into smaller, more manageable steps. Reward yourself for completing each step. Use time-blocking techniques to dedicate specific time slots for tackling those tasks.
2. What if I don't have time for self-improvement activities? Even 15-20 minutes a day dedicated to learning or mindfulness can make a significant difference. Prioritize these activities like any other important task.
3. Is it okay to take breaks throughout the day? Absolutely! Regular breaks are crucial for maintaining focus and preventing burnout. Short, frequent breaks are more effective than one long break.
4. How can I delegate tasks effectively? Clearly define expectations, provide necessary resources, and establish clear communication channels. Trust your team members to complete their assigned tasks.
5. What's the best way to stay motivated? Set realistic goals, track your progress, and reward yourself for achievements. Find an accountability partner or join a community to stay motivated.

smarter faster better: Smarter Faster Better Charles Duhigg, 2016-03-08 NEW YORK TIMES BESTSELLER • The author of *The Power of Habit* and *Supercommunicators* and “master of the life hack” (GQ) explores the fascinating science of productivity and offers real-world takeaways to apply your life, whether you’re chasing peak productivity or simply trying to get back on track. “Duhigg melds cutting-edge science, deep reporting, and wide-ranging stories to give us a fuller, more human way of thinking about how productivity actually happens.”—Susan Cain, author of *Quiet* In *The Power of Habit*, Pulitzer Prize-winning journalist Charles Duhigg explained why we do what we do. In *Smarter Faster Better*, he applies the same relentless curiosity and rich storytelling to how we can improve at the things we do. At the core of *Smarter Faster Better* are eight key concepts—from motivation and goal setting to focus and decision making—that explain why some people and companies get so much done. Drawing on the latest findings in neuroscience, psychology, and behavioral economics—as well as the experiences of CEOs, educational reformers, four-star generals, FBI agents, airplane pilots, and Broadway songwriters—this book reveals that the most productive people, companies, and organizations don’t merely act differently. They view the world, and their choices, in profoundly different ways. *Smarter Faster Better* is a story-filled exploration of the science of productivity, one that can help us learn to succeed with less stress and struggle—and become smarter, faster, and better at everything we do.

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ten times) and less busy.' Jim Collins 'There are valuable lessons in Smarter Faster Better . . . I never felt like putting it down.' Financial Times

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smarter faster better: *Learn More Now* Marcia L. Conner, 2004-04-02 Leaders at all levels will benefit from Marcia Conner's amazing book of strategies, exercises, and stories to maximize learning. This book is a must for your reading list this year.--Ken Blanchard, Chief Spiritual Officer, Ken Blanchard Companies A road map to reawakening the natural process of integrating learning into our daily lives.--Kathy O'Driscoll, Human Resources Director, Microsoft Finally a publication that genuinely respects learner diversity as much as it offers tangible ideas for dealing with it....Marcia L. Conner is a true learning champion.--Gunnar Bruckner, former Chief Learning Officer, United Nations Development Programme We're all born with a vast capacity to explore and learn. Unfortunately, many of us never discover what we're truly capable of. What if you could reclaim your birthright and tap into your full potential for learning? Imagine how much you could accomplish--how much you could become. Here's your chance to find out. Through her innovative learning programs, Marcia Conner has helped thousands of people unleash the power of their intuition to rediscover the joy of learning and to expand their personal and professional productivity. In *Learn More Now*, she distills her renowned learning solutions into an easy-to-use ten-step program that will help you: * Learn better, smarter, and faster * Identify your learning style and your motivational style * Synthesize your experiences, perspectives, thoughts, and actions * Develop new pathways in your brain to increase your opportunities * Absorb facts on the fly and overcome information overload * Optimize your environment for concentrating and learning Packed with fun, easy-to-do action steps and exercises, *Learn More Now* will help you discover how to be more focused and aware, work in step with your natural rhythms, be improvisational in your approach, and transform your life into a learning adventure.

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architecture reconfigured for this century is a social and economic necessity; this book charts a course for achieving it.

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smarter faster better: Work Smarter: Live Better Cyril Peupion, 2018-09-01 Most people have never been taught how to work. We are committed to our job and want to be good at what we do. We are neither lazy nor unwilling. But we do not always work effectively - we work hard but not always smart. To increase performance many people believe they need to do more. We spend less time with our loved ones, neglect our health and put our passions and hobbies on the back burner. And we end up frustrated, out of control and stressed. *Work Smarter: Live Better* will transform your life - learn simple and practical tools to be in control at work, learn how to gain an extra two hours per day, and learn how to make room for what is important to you! This journey will challenge your way of thinking about work. You will learn how to work smarter and more importantly, live better.

smarter faster better: Make Time Jake Knapp, John Zeratsky, 2018-09-27 'If you want to achieve more (without going nuts), read this book.' - Charles Duhigg, bestselling author of *The Power of Habit* and *Smarter Faster Better* 'Make Time is essential reading for anyone who wants to create a happier, more successful life.' - Gretchen Rubin, author of *The Happiness Project* _____ Most of our time is spent by default. We all wish for more hours in the day. We all struggle to make

time for what matters. Help is here. Productivity experts Jake Knapp and John Zeratsky have created a four-step framework that anyone can use, packed with more than 80 tactics to help you design your day around the things that matter. Tactics such as: · Choose a daily highlight · Be the boss of your phone · Stay out of social media infinity pools · Slow your inbox · Make TV a 'sometimes treat' · Exercise every day (but don't be a hero) · Eat without screens · Go off grid · Spend time with your tribe · Make your bedroom a bed room With tips and tricks to help you change your life, it's time to stop daydreaming about projects and activities that you'll get to 'someday', and start that someday today.

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smarter faster better: Sleep Smarter Shawn Stevenson, 2016-09-06 Shawn Stevenson is a health expert with a background in biology and kinesiology who has helped thousands of people worldwide to improve their health, through his private work as well as his #1 Nutrition and Fitness podcast on iTunes. In his work, Shawn brings a well-rounded perspective to the perennial question: how can we feel better? In investigating complex health issues such as weight loss, chronic fatigue and hormone imbalance, Shawn realised that many health problems start with one criminally overlooked aspect of our routine - sleep. In Sleep Smarter Shawn explores the little-known and even less-appreciated facts about sleep's influence on every part of our life. Backed by the latest scientific research and packed with personal anecdotes and tips from leaders in the field of sleep research, this book depicts the dangers of insufficient sleep - from weight retention to memory loss to bad sex to increased risk of disease. In his clear, personable and relatable style Shawn offers 21 simple, immediately applicable ways for readers to take their well-being into their own hands and improve their sleep now

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blueprint for creating a world-class organization of the future. Through Agile and Lean ways of working, business leaders can empower teams to improve production, grow together, and create better services for their customers. These better ways of working have overflowed from the IT department to every corner of successful organizations, taking root in every industry from aerospace to accounting, insurance to shipping. This book is not about software development. It is not a book about the computer industry. This book is about applying agility across the entire organization. It's a book that will put you at the front of change and ahead of the competition. A true business-wide perspective on Digital Transformation and the need for whole business agility. —Adam Banks, Non Executive Director and Former CTIO of AP Moller Maersk **Note from the Authors: Purchases will result in the planting of trees and empowerment of women, in countries with the lowest scores on the IUCN's gender and environment index. It's not just carbon neutral, purchases in any format will result in, on average, 10x greater carbon offset.

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speeds, skyrocketing your monthly word count, and publishing more books. You'll learn: - The Writing Faster Framework that Monica used to reach speeds of 3500+ new fiction words per hour - The tracking systems you need to double or triple your writing speed in the next couple months - The killer 4-step pre-production method Monica uses to combat writer's block, no matter what the project is! - The secrets to developing a daily writing habit that other authors don't talk about enough - How Monica went from publishing only one book per year from 2009-2013, to publishing 8 books in a single year in 2014 For serious authors, both beginner and advanced, who want to improve their output this year! Write Better, Faster: How To Triple Your Writing Speed and Write More Every Day will help you kick your excuses and get more writing done. As part of The Productive Novelist series, it explores how to hack your writing routine to be more efficient, more productive, and have a ton of fun in the process!

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dramatically over the past decade. This book now updates marketing management to better serve this rapidly evolving discipline. Increase the tempo of marketing's responsiveness without chaos or burnout Design continuous marketing programs and campaigns that constantly evolve Drive growth with more marketing experiments while actually reducing risk Architect marketing capabilities in layers to better scale and adapt to change Balance strategic focus with the ability to harness emergent opportunities As a marketer and a manager, Hacking Marketing will expand your mental models for how to lead marketing in a digital world where everything—including marketing—flows with the speed and adaptability of software.

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necessary follow-up to the classic *Why Should Anyone Be Led by You?*, leadership and organizational sages Rob Goffee and Gareth Jones identify and illuminate the six key organizational attributes to do just that. In separate chapters, they delve deeply into each one: 1. Let people be themselves 2. Practice radical honesty 3. Magnify people's strengths 4. Stand for authenticity (more than shareholder value) 5. Make work meaningful 6. Make simple rules With vivid stories and examples from global companies, the authors illustrate the kind of strong, attractive workplace culture that leads to sustained high performance. They also provide ways of assessing how your company is doing and describe the tensions and trade-offs that leaders must manage as they transform their organizations. *Why Should Anyone Work Here?* is the question all contemporary organizational leaders must constantly ask themselves if they want to survive and thrive in the new world. This book will help them answer that question.

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smarter faster better: Summary of Smarter Faster Better Instaread, 2016-04-14 Summary of *Smarter Faster Better* by Charles Duhigg Includes Analysis Preview: *Smarter Faster Better* by Charles Duhigg is a scientifically grounded self-help book that describes ways to increase productivity. Duhigg relates stories about ways to encourage individuals to make decisions and assign their own significant meanings to them, demonstrating that making choices and knowing the meaning of those choices stimulates further action and motivation. Analyses of team productivity programs and the functioning of effective teams show that productive teams should be diverse, call on every team member to participate, and create a safe environment for team members. The best way for teams to set goals is to work toward a stretch goal that also meets the five SMART criteria: the stretch goal should be specific, measurable, achievable, realistic, and based on a set timeline. A set of stretch goals can be achieved with total effort. Those goals should be meaningful and should not distract from the need for new goals when circumstances change, as in a crisis... PLEASE NOTE: This is key takeaways and analysis of the book and NOT the original book. Inside this Instaread Summary of *Smarter Faster Better* - Overview of the book - Important People - Key Takeaways - Analysis of Key Takeaways About the Author With Instaread, you can get the key takeaways,

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smarter faster better: Stronger, Faster, and More Beautiful Arwen Elys Dayton, 2018-12-04 “If you love *Black Mirror*, this...will send shivers down your spine.”—Teen Vogue Appealing to fans of *Black Mirror* and *Westworld*, it's a thrilling read that explores an exciting and terrifying near-future. —Paste [An] extraordinary work...groundbreaking in both form and substance. —Hypable This “powerful, poignant, and action-packed” (*Bustle*) novel is a twisted look into the future, exploring the lengths we'll go to remake ourselves into the perfect human specimen and what it means to be human at all. The future is curious. **STRONGER** Today our bodies define us. We color our hair; tattoo our skin; pierce our ears, brows, noses. We lift weights, run miles, break records. We are flesh and blood and bone. **FASTER** Tomorrow has different rules. The future is no longer about who we are—it's about who we want to be. If you can dream it, you can be it. Science will make us smarter, healthier, flawless in every way. Our future is boundless. **MORE BEAUTIFUL** This is a story that begins tomorrow. It's a story about us. It's a story about who comes after us. And it's a story about

perfection. Because perfection has a way of getting ugly. A WALL STREET JOURNAL BEST SCIENCE FICTION BOOK OF 2018 A KIRKUS REVIEWS BEST BOOK OF 2018 5 STARRED REVIEWS! A deep and suddenly necessary exploration of the beautiful and terrible futures we face. Every story leaves you desperate for more. Somehow, the further from today Dayton travels, the more real it becomes. --Hank Green, #1 New York Times bestselling author of An Absolutely Remarkable Thing An alternately charming and horrifying exploration of what it means to be human and how far we'll go in pursuit of personal and societal 'perfection.' I devoured this book. --Kiersten White, New York Times bestselling author of And I Darken and The Dark Descent of Elizabeth Frankenstein

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