**LEADERSHIP RESOURCES**

**Leadership – General**

**Peer Today - Boss Tomorrow - Navigating your Changing Role** by Laura Bernstein **-** This book is appropriate - whether you’re a seasoned supervisor, newly promoted (and wondering "What do I do now?"), or preparing yourself for a future leadership position. By applying the information, you’ll reduce any fears or frustration you may be feeling, increase your personal effectiveness, gain greater respect from the people reporting to you, and enhance your overall career. Most importantly, you’ll prove to everyone (including yourself) that you ARE the kind of leader that others will want to follow.

**The First 90 Days: Updated and Expanded: Proven Strategies for Getting Up to Speed Faster and Smarter** by Michael WatkinsThis book is not just for managers at the executive level. It's also for you and me. It's for functional managers, project managers, and supervisors. The book targets new leaders at all levels that are making the transition from one rung of the ladder to the next. If you have just been promoted to a new leadership position (or expect to be soon), then this book is for you. The book outlines ten strategies that will shorten the time it takes you to reach what Watkins calls the breakeven point: the point at which your organization needs you as much as you need the job.

**The 7 Habits of Highly Effective People** by Dr. Stephen Covey (first published in 1990), Powerful lessons in personal change. When this book was first published, it was a groundbreaker and it continues to be a business bestseller with more than 10 million copies sold. Stephen Covey, an internationally respected leadership authority, realized that true success encompasses a balance of personal and professional effectiveness, so this book is a manual for performing better in both arenas.

**Win Forever: Live, Work, and Play like a Champion** by Pete Carroll, Yogi Roth and Kristoffer A. Garin. Pete Carroll is one of the most successful coaches in football. In this book, you’ll learn his championship philosophy that led USC to seven straight Pac-10 titles, as well as the Seattle Seahawks success in the NFL. You’ll learn recruiting strategies, training routines, and game-day rituals that help create and maintain a team culture year after year – during times of wins and times of losses.

**You’re in Charge – Now What? The 8 Point Plan** by Thomas J. Neff and James M. Citrin.Tom Neff and Jim Citrin are two of the world’s experts on leadership and career achievement and in this book, they share an eight-point plan to show how you can build a foundation for long-term success and great performance.

**12: The Elements of Great Managing** by Rodd Wagner and James Harter

This book is the sequel to “First, Break all the Rules” and includes Gallup’s 10 million employee and manager interviews spanning 114 countries. Based upon this extensive research, the authors explain what every company needs to know about creating and sustaining employee engagement.

**Crucial Accountability: Tools for Resolving Violated Expectations, Broken Commitments and Bad Behavior** by Kerry Patterson, Joseph Grenny, Ron McMillan and Al Switzler this book teaches you how to deal with violated expectations in a way that solves the problem without harming the relationship. You’ll learn tools for improving relationships in the workplace and in life and for resolving these problems – over the long term.

**The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations** by James M. Kouzes and Barry Z. Posner (The Leadership Challenge is written for real leaders, who today face some of the toughest organizational challenges we've ever encountered. And, it provides practical, real-world advice based on Jim's and Barry's extensive global research that is indispensable for leaders at all levels. In developing the Leadership Practices Inventory, which is possibly the world's most widely respected tool for 360° leadership feedback, Jim and Barry have thoroughly reviewed input from tens of thousands of respondents. They've then used this data to form sound conclusions about what works--and what doesn't work--in terms of leadership behavior. The central theme of The Leadership Challenge is that leadership is for everyone. It can be learned, but, let's face it, it's not easy. . It is written in a way that can help executives, mid-managers, first-line supervisors; project leaders--and even individual contributors--better understand how they can lead and immediately apply what they have learned in their work). (Review by Marshall Goldsmith, one of America's leading executive educator and coach)

**Tribal Leadership: Leveraging Natural Groups to Build a Thriving Organization,** by David Logan, John King, Halee Fischer-Wright. This book describes how corporate tribes form within a company and how leaders can tribal development and offers insight on how to manage these groups.

**What got you here won't get you there: How Successful People Become Even more Successful,**  by Marshall Goldsmith ( This book pinpoints 20 bad habits that stifle already successful careers as well as personal goals like succeeding in marriage or as a parent.  In section one, he discusses why people resist change, what false beliefs obstruct change and how people have overcome those limiting0 beliefs. In section two, he lists, defines and describes the twenty most common harmful habits in interpersonal relations, with brief illustrations of how to handle them, specifically. In section three, he explains the change process. Exactly. I stand in awe of his eloquence. This is everything-you-ever-needed-to-learn about how to change. About how to make that change visible to others. About how to enlist others in the process of making the right change and making it last. In section four, he enumerates several important "rules" of change and shares various other analyses and insights that help complete your understanding of why and how to make effective, lasting change. This compendium of wisdom shows you how the author does what he does so well. You will be empowered to do the same for yourself. Dr. Marshall Goldsmith was recently recognized as the #1 leadership thinker in the world at the bi-annual Thinkers50 ceremony sponsored by the Harvard Business Review. (Marshall Goldsmith is the million-selling author or editor of 33 books)

**Leadership and Self-Deception - Getting out of the Box - the Arbinger Institute** (Since its original publication in 2000,*Leadership and Self-Deception*has become a word-of-mouth phenomenon. Its sales continue to increase year after year, and the book’s popularity has gone global, with editions now available in over twenty languages. Through a story everyone can relate to about a man facing challenges on the job and in his family, the authors expose the fascinating ways that we can blind ourselves to our true motivations and unwittingly sabotage the effectiveness of our own efforts to achieve success and increase happiness. The new edition has been revised throughout to make the story even more compelling. And drawing on the extensive correspondence the authors have received over the years, they have added a section that outlines the many ways that readers have been using Leadership and Self-Deception to improve their lives and workplaces—areas such as team building, conflict resolution, and personal growth and development, to name a few. Read this extraordinary book and discover what millions already have learned—how to consistently tap into an innate ability that dramatically improves both your results and your relationships.)

**Strengths finder 2.0 - Tom Rath** Tom Rath has been described by the media and business leaders as, "one of the greatest thinkers of his generation." His #1 international bestsellers have sold more than 5 million copies in the last decade and made over 250 appearances on the Wall Street Journal's bestseller list. The book is a quick read and very helpful in getting one to think about one's strengths and the potential complementary strengths to look for in others to offset one's weaker areas, if you work in a team environment. Upon purchase of the book, you have an on-line access code to take the Strengths finders assessment which will reveal your top 5 strengths.

**Strengths based Leadership: Great Leaders, teams, and Why People Follow, Tom Rath and Barry Conchie** In *Strengths Based Leadership*, #1 *New York Times* bestselling author Tom Rath and renowned leadership consultant Barry Conchie reveal the results of this research. Based on their discoveries, the book identifies three keys to being a more effective leader: knowing your strengths and investing in others’ strengths, getting people with the right strengths on your team, and understanding and meeting the four basic needs of those who look to you for leadership. A unique access code enables you to take a new leadership version of this assessment.

**Start with Why: How Great Leaders inspire everyone to take Action by Simon Sinek.** Why are some people and organizations more innovative, more influential, and more profitable than others? Why do some command greater loyalty from customers and employees alike? In studying leaders who've had the greatest influence in the world, Simon Sinek discovered that they all think, act, and communicate in the exact same way - and it's the complete opposite of what everyone else does. And it all starts with Why.The book can provide just the inspiration needed to get started in the right direction. You'll learn that the most important thing you can do as a leader is to figure out why your company or organization exists and why that should be meaningful to customers and others in society. Once the answer to this becomes clear and you believe it in your heart, the rest of the decisions about what to do and sell and how to do it become infinitely easier. **See his TED video on YouTube:** <http://www.youtube.com/watch?v=qp0HIF3SfI4&list=PLqLKyaZ3Z6wtIerREdezCY7gSJtygd5gs>

**It's OK to be the Boss - The Step-by-Step Guide to becoming the Manager your Employees Need by Bruce Tulgan** Managing people is harder and more high-pressure today than ever before. If you are like most managers, you take a hands-off approach. You "empower" employees by leaving them alone, unless they really need you. After all, you don't want to "micromanage" them and don't have the time to hold every employee's hand. Of course, problems always come up and often snowball into bigger problems. In fact, you probably spend too much of your time solving problems and falling behind on your work . . . which leaves even less time for managing people . . . which opens the door for even more problems! In It's Okay to Be the Boss, Bruce Tulgan puts his finger on the biggest problem in corporate America—an under management epidemic affecting managers at all levels of the organization and in all industries—and offers another way. His clear, step-by-step guide to becoming the strong manager employees need challenges bosses everywhere to spell out expectations, tell employees exactly what to do and how to do it, monitor and measure performance constantly, and correct failure quickly and reward success even more quickly.

**Leadership without Easy Answers** by Ron Heifiz - Drawing on a dozen years of research among managers, officers, and politicians in the public realm and the private sector, among the nonprofits, and in teaching, Heifetz presents clear, concrete prescriptions for anyone who needs to take the lead in almost any situation, under almost any organizational conditions, no matter who is in charge, His strategy applies not only to people at the top but also to those who must lead without authority--activists as well as presidents, managers as well as workers on the front line.

**The 5 Levels of Leadership: Proven Steps to maximize your Potential** by John Maxwell (A checklist on how you can increase your leadership on an individual basis. In this book, you will learn the five levels: (1) Position: People follow you because they have to, (2) Permission: People follow you because they want to, (3) Production: People follow because of what you have done for the organization, (4) People Development: People follow you because of what you have done for them personally, and (5) Pinnacle: People follow you because of who you are and what you represent. "Everything rises and falls on leadership, including whether or not you reach your next level" (John Maxwell)

**"Leader to Leader: Enduring Insights on Leadership" Published by the Peter Drucker Foundation.** This is a journal of ideas by leaders for leaders. A wealth of strategies written by talented leadership thinkers such as Max Dupree, Warren Bennis, Peter M. Senge, John P. Kotter, Jim Collins, Stephen Covey and more.

**One Minute Manager - Ken Blanchard and Spencer Johnson -** For more than twenty years, millions of managers in Fortune 500 companies and small businesses nationwide have followed The One Minute Manager'stechniques, thus increasing their productivity, job satisfaction, and personal prosperity.

**The Work of Leaders: How Vision, Alignment, and Execution will Change the Way you** Lead by Julie Straw, Barry Davis, Mark Scullard, and Susie Kukkonen, This book provides tools for leaders of all levels to reflect on their approach to crafting a vision, building alignment, and championing execution. You’ll learn leadership best practices based on solid research that will provide you with practical ways to set a vision and then collaborate with your people to guide your company, department, or team to success.

**Leadership on the Line: A Guide for Front Line Supervisors, Business Owners, and Emerging Leaders, 2nd Edition by Ed Rehkopf.**  A primer on leadership for front line supervisors, business owners, and emerging leaders everywhere. Easy-to-read, inspirational, and with plenty of real life examples, the concepts in this book are broad enough to apply anywhere in any industry attempting to deliver high quality service and to develop employees to their fullest potential.

**www.Manager-tools.com -** - Michael Auzenne and Mark Horstman (Podcasts and resources)

Great website: **Walk the Talk -** [**www.WalktheTalk.com**](http://www.WalktheTalk.com)

**Motivation, Reward and Recognition & Employee Engagement**

**No Excuses: How you can turn any workplace into a Great One, Jennifer Robin and Michael Burchell**, In this follow-up guide to *The Great Workplace*, experts from Great Place to Work® Institute, Inc. reveal the most common excuses managers use for why they can't create a great workplace. Authors Jennifer Robin and Michael Burchell poke holes in every single excuse. Whether the reasons involve the organization's leadership, employees, environment, or any other factor, the authors explain that if managers *lead* people properly, they can create a great workplace. The authors explore how managers can interrupt their own negative thought patterns and instead create lasting change, and they describe how great workplaces have surmounted very real difficulties with aplomb.

**12: The Elements of Great Managing** by Rodd Wagner and James Harter

This book is the sequel to “First, Break all the Rules” and includes Gallup’s 10 million employee and manager interviews spanning 114 countries, this book explains what every company needs to know about creating and sustaining employee engagement.

**1,001 Ways to Reward Employees by Bob Nelson, Ph.D. (Updated Edition- 1,501 Ways to Reward Employees - March, 2012),** This bestselling series points to a new way of looking at employee-employer relations, offering practical advice and evidence alongside indispensable and clear business theory.  Updated version. Book is great for first time supervisors or experienced ones

**Carrots and Sticks Don't Work - Build a Culture of Employee Engagement with the Principles of Respect by Paul L. Marciano** - This is much more than a vague "how to" book that speaks in generalities and offers flimsy examples. This is a "what to do, step-by-step" book that gives you dozens and dozens of real world examples of building employee engagement.

**DRIVE - the Surprising truth about what Motivates us**, By Daniel Pink- Most people believe that the best way to motivate is with rewards like money—the carrot-and-stick approach. That's a mistake, says Daniel H. Pink (author of *To Sell Is Human: The Surprising Truth about Motivating Others*). In this provocative and persuasive new book, he asserts that the secret to high performance and satisfaction-at work, at school, and at home—is the deeply human need to direct our own lives, to learn and create new things, and to do better by ourselves and our world.

FISH: A Proven Way to Boost Morale and Improve Results by Stephen C. Lundin, Harry Paul and Ken Blanchard. In this powerful parable, a fictional manager is tasked with turning a chronically unenthusiastic and unhelpful department into an effective team. Across the street from her office is Seattle's very real Pike Place Fish Market, world famous and wildly successful thanks to its fun, bustling, joyful atmosphere and customer service. By applying ingeniously simple lessons learned from the actual Pike Place fishmongers, our manager learns how to energize those who report to her and effect an astonishing transformation in her workplace. Addressing today's work issues (including employee retention and burnout) with an engaging metaphor and an appealing message that applies to any sector of any organization, Fish! offers wisdom that is easy to grasp, instantly applicable, and profound--the hallmarks of a true business classic. Based on a bestselling ChartHouse training video which has been adopted by corporations including Southwest Airlines, Sprint, and Nordstrom.

***To Sell is Human: The Surprising Truth about Moving Others*** by Daniel Pink *To Sell Is Human* offers a fresh look at the art and science of selling. Daniel Pink uses his expertise in social science and provides practical tips to enhance your ability to sell – whether you consider yourself a sales person or not.

**Coaching**

### Co-Active Coaching: New Skills for coaching people toward success in work and life by Laura Whitworth. The book includes dozens of sample coaching conversations and a wide-range of coaching examples plus a coach's toolkit that includes 35 exercises, questionnaires, powerful questions, and checklists. A CD contains real-life audio coaching sessions.

**Conflict and Change**

**Influencer: The New Science of Leading Change** by Joseph Grenny. Thought-provoking book that combines the research of behavioral scientists and business leaders. You’ll learn how to identify high-leverage behaviors that lead to rapid and profound change, strategies for changing both thoughts and actions, and six sources of influence to make change inevitable.

**Crucial Confrontations: Tools for Resolving Broken Promises, Violated Expectations, and Bad Behavior, by Kerry Patterson, Joseph Grenny , Ron McMillan and Al Switzler.**  This book teaches skills drawn from 10,000 hours of real-life observations. You’ll learn how to deal with violated expectations in a way that solves the problem at hand, and doesn’t harm the relationship.

**Crucial Conversations by Kerry Patterson, Joseph Grenny, Ron McMillan and Al Switzler.** When the stakes are high, opinions vary, and you have strong emotions, you have several options. When you read this book, you’ll discover how to best communicate when it matters the most. You’ll learn tools to prepare for high-impact situations, make it safe to talk about almost anything, and be more effective in getting the action and results you desire.

**Managing Transitions: Making the Most of Change by William Bridges and Susan Bridges.** This book provides practical step by step strategies for minimizing the disruptions caused by workplace change. As William Bridges says, successful organizational change occurs when employees have a clear purpose, a plan for, and a part to play in their changing surroundings.

**Change Anything: The New Science of Personal Success** by Kerry Patterson, Joseph Grenny, David Maxfield, and Ron McMillan. According to the authors, will power is not necessarily the answer to make changes. People are affected in their behaviors by far more subtle influences. You’ll learn a myriad of examples that will change and empower you to reexamine changes that you would like to make in both your business and personal life.

**Breaking Robert’s Rules: The New Way to run your meeting, Build Consensus, and Get Results** by Lawrence E. Susskind and Jeffrey L. Cruikshank. This book outlines the five key steps toward consensus building, and addresses the specific problems that often get in the way of group progress.

**Communication/Speaking**

**Toastmasters** (Jefferson Toastmasters club) - meets every Tuesday in DES building - Room 2330 (12:05-1:00 pm) (Check out Toastmasters International: [www.Toastmasters.org](http://www.Toastmasters.org))

**It's not what you Say but how you say it: Ready-to-use Advice for Presentations, Speeches, and other Speaking Occasions, Large and Small** by Joan Detz.Topics include organizing your message, using storytelling techniques, making the most of your voice, conquering nervousness, and tapping the power of persuasion.

**Fierce Conversations: Achieving Success at Work and in Life one Conversation at a time- by Susan Scott** – You’ll learn how you can transform everyday conversations. In this guide, which includes exercises and tools to take you step by step through the Seven Principles of Fierce Conversations, Scott teaches readers how to: Overcome barriers to meaningful communication, expand and enrich conversations with colleagues, friends, and family, increase clarity and improve understanding, Handle strong emotions-on both sides of the table.

**Customer Service**

**Knock your Socks off Customer Service (**Series) by Performance Research Associates and John Bush. This book has been around for over 20 years and continues to provide tools and techniques with real-world examples and strategies for exceeding customer needs and expectations and a myriad of other strategies that can “wow” your customers.

**Super Service: Seven Keys to Delivering Great Customer Service…Even when you don’t feel like it!** by Vall and Jeff Gee. This book teaches you how to deliver exceptional service while not burning yourself out. As customers get more savvy and demanding, the tools in this book will help you deliver super service.

**Perfect Phrases for Customer Service** by Robert Bacal. This book provides the language and phrases you need for everyday situations with customers.

**Delegation & Productivity**

**The Effective Executive**: **The Definitive Guide to Getting the Right Things Done** by Peter Drucker Peter F. Drucker (1909-2005) was considered the top management thinker of his time. He authored over 25 books, with his first, The End of Economic Man published in 1939. Although Drucker wrote EFFECTIVE EXECUTIVE more than 30 years ago, the principles of decision making are still relevant today, if not more so. Topics include time management, tapping into your strengths, being a systems thinker, and executive decision making. Executive effectiveness can be learned!

**How to Get Hold of your Time and your Life by Alan Lakein.** Alan Lakein is a famous time management expert. In this book you’ll learn how to build your willpower, how to waste time for pleasure and profit, how to work smarter, not harder.

**Execution is the Strategy: How Leaders Achieve Maximum Results in Minimum Time** by Laura Stack. This book will show you as a leader to drive strategic initiatives and get great results from your team. You’ll learn the LEAD formula that outlines the four keys to successful execution. This book also includes a leadership team assessment, group reading guides, and hours of self-development resources.

**Eat that Frog: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time by Brian Tracy** Brian Tracy is a leading authority on the development of human potential and personal effectiveness. He addresses over 250,000 people each year on the subjects of personal and professional development.  This is a short, fast read. As the author says, it doesn't go into all the psychology of procrastination; rather, it gets right to the action. Brian Tracy covers such things as determining priorities, delegating and eliminating some tasks, knowing what's okay to procrastinate about, and whether to tackle your "frog" (your big task that will lend the greatest results) first or a lesser priority task.

**One Minute Manager Meets the Monkey - Ken Blanchard, William Oncken Jr -** In this latest in the One Minute Manager series, the authors chastise executives who never have time for family or their own job enhancement because they accept too many responsibilities--"monkeys" clinging to their backs--that properly belong to their staffs. Based on seminars conducted by the late Oncken, the book explains in simple-minded if abstract terms how to achieve a balance between supervision and delegation for reduced tension and improved productivity. "There is a high correlation between self-reliance and morale," stress the authors.

**Generations**

**Generations at Work: Managing the Clash of Veterans, Boomers, Xers, and Nexters in your Workplace** by Ron Zemke This book provides insights and solutions for dealing with the inevitable conflicts of today’s values-diverse workplace. You’ll understand each group’s primary characteristics and learn how events and cultural icons have influenced each generations’ attitudes and values. You’ll also learn how to avoid the most common mistakes of managing different generations.

**When Generations Collide: Who They Are. Why They Clash. How to Solve the Generational Puzzle at Work by Lynne C. Lancaster and David Stillman. (From Library Journal on Amazon) -** Employee productivity is the key to success in the new economy, and given the difficulties employers have in recruiting, training, motivating, and managing their workforce, understanding multigenerational differences in the workplace could result in success or failure. The authors fully describe each generation and explore the problems each might encounter in work settings.

**Unlocking Generational Codes: Understanding what makes the Generations Tick and what Ticks them off, Anna Liotta** This book is about how members of different generations think and act. Geared to leaders, managers, sales professionals, advisers, and non-profit executives who want to be effective at bringing out the highest potential in their teams, colleagues, volunteers, and clients.

**Mixing and Matching Four Generations of Employees, Greg Hammill** <http://www.fdu.edu/newspubs/magazine/05ws/generations.htm> (On-line article that explains the four generations in the workplace and tips and strategies to better motivate each generation).

**Teams**

**The 5 Dysfunctions of a Team by Patrick Lencioni** - *The Five Dysfunctions of a Team* is an entertaining, quick read filled with useful information that will prove easy to digest and implement. The book's first part colorfully illustrates the ways that teamwork can elude even the most dedicated individuals--and be restored by an insightful leader. A second part offers details on Lencioni's "five dysfunctions" (absence of trust, fear of conflict, lack of commitment, avoidance of accountability, and inattention to results), along with a questionnaire for readers to use in evaluating their own teams and specifics to help them understand and overcome these common shortcomings.

**The Wisdom of Teams** by JR Katzenbach and D.K. Smith. This book is the result of research into why teams are important, what separates effective from ineffective teams, and how organizations can tap the effectiveness of teams to become high-performance organizations. Liberally citing research efforts in 47 specific organizations, Katzenbach and Smith share their insights into what makes teams work.

**Trust**

**The Speed of Trust: The One Thing that Changes Everything** by Stephen C. Covey

From Stephen R. Covey's eldest son comes a revolutionary new path towards productivity and satisfaction. Trust, says Stephen M.R. Covey, is the very basis of the new global economy, and he shows how trust—and the speed at which it is established with clients, employees and constituents—is the essential ingredient for any high–performance, successful organization. 

**Trust Works! Four Keys to Building Lasting Relationships! - Ken Blanchard, Cynthia Olmstead, and Martha Lawrence -** HarperCollins Publishers (April 30, 2013). *Trust Works!: Four Keys to Building Lasting Relationships* is an insightful guide designed to help people navigate one of the most complex issues that affects all areas of our lives: trust. In *Trust Works!* Ken Blanchard, Cynthia Olmstead, and Martha Lawrence demonstrate how to get along better with those around us. In today’s polarized society, building trust—and sustaining it—has never been more important or seemingly elusive. 

**Other**

**Up the Organization/Further Up the Organization - (How to Stop the Corporation from Stifling People and Strangling Profits)- Robert C. Townsend and Warren Bennis.** Although it was first published more than thirty-five years ago, *Up the Organization* continues to top the lists of best business books by groups as diverse as the American Management Association, *Strategy + Business* (Booz Allen Hamilton), and The Wharton Center for Leadership and Change Management.

**Motivational Interviewing - Third Edition - Helping People Change (Applications of Motivational Interviewing) - William R. Miller and Stephen Rollnick. -** Motivational interviewing is a form of collaborative conversation for strengthening a person's own motivation and commitment to change. It is a person-centered counseling style for any person who is ambivalent in dealing with any change. This bestselling work for professionals and students is the authoritative presentation of motivational interviewing (MI), the powerful approach to facilitating change. The book elucidates the four processes of MI--engaging, focusing, evoking, and planning--and vividly demonstrates what they look like in action. A wealth of vignettes and interview examples illustrate the "dos and don'ts" of successful implementation in diverse contexts. Highly accessible, the book is infused with respect and compassion for clients. **For more information about motivational interviewing, check out:** <http://www.motivationalinterviewing.org/>

**Author: Paul Johnson** - Beginning with Modern Times (1985), Paul Johnson's books are acknowledged masterpieces of historical analysis. He is a regular columnist for Forbes and The Spectator, and his work has also appeared in The New York Times, The Wall Street Journal, and many other publications. (To learn more about Socrates, Winston Churchill, etc)

**People Styles at Work ...and Beyond: Making Bad Relationships Good and Good Relationships Better** by Robert Bolton and Dorothy Grover Bolton (5/28/2009)

This book presents a comprehensive, practical, and proven method readers can use to recognize how they come across to other coworkers, find common ground with different people, and relate less defensively - no matter how others act.

**Poke the Box - Seth Godin** Poke the Boxis a manifesto by bestselling author Seth Godin that just might make you uncomfortable. It’s a call to action about the initiative you’re taking-–in your job or in your life. Godin knows that one of our scarcest resources is the spark of initiative in most organizations (and most careers)-–the person with the guts to say, “I want to start stuff.”  Poke the Box just may be the kick in the pants you need to shake up your life.

“Deliberate Success: Realize your Vision with Purpose, Passion, and Performance" and "Wake-up Calls: You Don't Have to Sleepwalk through your Life, Love, or Career" ([www.allenbaugh.com](http://www.allenbaugh.com)) by Dr. Eric Allenbaugh

*Deliberate Success:* "Achieving success is not an accident; it results from a deliberate process of identifying a compelling purpose, passionately pursuing your vision, preparing for high level outcomes, and performing at your best." Thus we being our journey with a seasoned (two decades) executive coach, professional speaker, and consultant in peak performance. The author is a proven expert in his field-a specialty that has enduring value for individuals, teams, and organizations. The book--full of advice and counsel that would cost you thousands in a personal consultation--is organized into five strategies. The strategies are Direction, Culture, Empowerment, Coaching, and Renewal.

*Wake-up Calls:* The author defines, "Wake Up Calls" as those turning points in life that everyone experiences, those jolting events that command our attention. Only you can control your response to life's wake-up calls. You can hit your internal "snooze alarm" and keep living in the same way. Or you can use those calls to strengthen your personal and professional effectiveness.

**Little Bets: How Breakthrough Ideas Emerge from Small Discoveries, by Peter Sims.** In an interview with Peter Sims, " A little bet is a low-risk action taken to discover, develop, and test an idea. So, for instance, Chris Rock develops new comedy routines by making little bets with small audiences, while Amazon’s CEO Jeff Bezos makes small bets to identify opportunities in new markets. Little bets are at the center of an approach to get to the right idea described in the book that any of us can learn without getting stymied by perfectionism, risk-aversion, or excessive planning.

**First, Break all the Rules; What the World’s Greatest Managers Do Differently** by Marcus Buckingham and Curt Coffman. According to the authors, great managers share this one trait: They do not hesitate to break any rule. This book presents the findings of their in-depth study of great managers across a variety of situations.

**A Survival Guide for Working with Bad Bosses** by Gini Graham Scott, Ph.D. You will receive practical advice for dealing with managers and supervisors who are mean, incompetent, and unethical.