

## Time Saving Book Summaries

Are you wanting to read the next great book and searching for time to make it happen? Below is the list of recommended books from **Soundview Executive Book Summaries** where they have taken some of the most popular books and put them into 8-page papers summarizing the most important points. These summaries can be found under the key skill building categories below to help you identify the books important to enhance your skills and leadership talents.

You can purchase these summaries at [www.summary.com](http://www.summary.com).

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## **Active Listening**

- ***Just Listen*** by Mark Goulston – (Item #: 3204)

Veteran psychiatrist and business coach Mark Goulston reveals the secret to how to get through to anyone, even when productive communication seems impossible. With this powerful and engaging book, you learn how to: get the attention of a total stranger who you need to know; talk an angry person from an irrational state to receptivity; use the “magic paradox”; and master the critical art of buy-in.

- ***You’ve Got To Be Believed To Be Heard*** By Bert Decker – (Item #: 1416)

A master communicator shows you how to appeal to a listener’s emotions to gain immediate acceptance for your message, product or idea. Leaders, public speakers and salespeople will benefit.

## **Building Relationships**

- ***Generations at Work*** by Claire Raines, Ron Zemke, Bob Filipczak – (Item #: 2210)

Four generations — Veterans, Boomers, Xers, and Nexters — are brought together in today’s workplace. This summary shows you how to overcome the clash of generations to create a cohesive, collaborative work environment.

- ***In Good Company*** by Laurence Prusak, Don Cohen – (Item #: 2320)

Cohen and Prusak explain how to build up the human connections (based on trust, mutual understanding and shared values and behaviors) that make up your company’s social capital — a critical challenge in the age of globalization, free agency and the virtual workplace.

- ***Never Eat Alone*** by Keith Ferrazzi – (Item #: 2812)

In *Never Eat Alone*, marketing and sales consultant Keith Ferrazzi lays out the specific steps — and inner mind-set — he uses to reach out to connect with the thousands of colleagues, friends and associates on his Rolodex, and shows readers how to connect with the people they want to know.

- ***Partnering Intelligence*** by Stephen M. Dent – (Item #: 2207)

Author Dent shows how to create value for your business by regaining the lost skill of partnering. The key is to develop your ‘partnering intelligence.’

- ***The Art of Woo*** by G Richard Shell, Mario Moussa – (Item #: 3005)

According to Shell and Moussa, “Woo” is the ability to win people over to your ideas without coercion, using relationship-based emotionally intelligent persuasion. It’s the secret of success with colleagues, clients and customers. *The Art of Woo* shows readers how this ability can strengthen their persuasion skills in every aspect of their lives by using the four-step Woo process — a repeatable strategy that translates ideas into reality.

- ***The Loyalty Link*** by Dennis McCarthy – (Item #: 1924)

Learn to create close relationships between your company and employees. It leads to close relationships with customers -- and greater profits.

- ***The School to Work Revolution*** by Lynn Olson – (Item #: 2003)

Schools and business, working together, can improve tomorrow's skilled work force by launching school-to-work programs. Excellent examples demonstrate that this can be a win-win solution for business and education. Learn what you can do to make it happen.

- ***The Speed of Trust*** by Stephen M.R. Covey – (Item #: 2826)

According to Covey, trust is one of the essential elements of business, and the ability to create, preserve and restore trust has become one of the most important skills today, inside and outside the office. In *The Speed of Trust*, Covey gives his readers all the key tools to cultivating trust in their relationships, while offering up the wisdom of other great leaders on the topic.

- ***The Trusted Advisor*** by Charles H. Green, David H. Maister, Robert Galford, Robert M. Galford – (Item #: 2307)

Here's a how-to guide on building trust-based, long-term client relationships. Included are the three core skills of trusted advisors and the five stages of developing trust.

- ***The Trusted Partners*** by Jordan D. Lewis Ph.D. – (Item #: 2224)

Internationally recognized strategic alliances expert Lewis, author of *The Connected Corporation*, shows how to build, manage, measure, improve and repair trust, the key ingredient to successful partnerships.

- ***Transparency*** by Warren Bennis, Daniel Goleman, James O'Toole – (Item #: 3018)

Digital technology makes transparency all but inevitable in this era, and leaders must be cognizant of the fact that trust and transparency are always linked. The three essays in *Transparency* look at this urgent issue from different angles and offer leaders practical advice on how to embrace transparency as a good thing, even if it's not an easy one.

- ***Trust Agents*** by Chris Brogan, Julien Smith – (Item #: 3208)

Trust agents aren't necessarily marketers or salespeople; they're digitally savvy people who use the Web to humanize businesses using transparency, honesty, and genuine relationships. As a result, they wield enough online influence to build up or bring down a business's reputation. This book will show you how to build profitable relationships with trust agents, or become one yourself.

- ***Trust in the Balance*** by Robert Bruce Shaw – (Item #: 1929)

Trust is what makes relationships work. Here's the way to design and operate an organization having high trust. Top leadership backing is essential.

- ***Who's Got Your Back*** by Keith Ferrazzi – (Item #: 3126)

Keith Ferrazzi, the internationally renowned thought leader, consultant, and bestselling author of *Never Eat Alone*, shows us that becoming a winner in any field of endeavor requires a trusted team of advisors who can offer guidance and help to hold us accountable to achieving our goals. Disregard the myth of the lone professional “superman.” The real path to success in your work and in your life is through creating an inner circle of “lifeline relationships.”

- ***Winning with People*** by John Maxwell – (Item #: 2730)

In *Winning with People*, renowned leadership expert and author John Maxwell describes how anyone can improve his or her relationship skills. With 25 “People Principles” that anyone can learn and use anywhere he or she might be, Maxwell shows how relationships can be created and strengthened for success in work and life, and provides the tools needed to immediately improve existing relationships as well as cultivate strong, exciting and new ones.

- ***Working Relationships*** by Bob Wall – (Item #: 2213)

No matter how good you are at what you do, no matter how talented, skilled and knowledgeable you are, the most important and frustrating factor in determining your success and satisfaction in the workplace is your ability to forge effective relationships with others. This book is designed to help you meet that challenge.

## **Change**

- ***12 Steps To Mastering the Winds of Change*** by Erik Olesen, Frank Abagnale, Jay Abraham – (Item #: 1525)

The mediocre resist change; the successful embrace it. Olesen's interviews with high-flyers show how they deal with change and take advantage of the opportunities it offers.

- ***Better Change*** by Price Waterhouse – (Item #: 1703)

It's no secret that change programs like reengineering or TQM frequently falter. Price Waterhouse's change experts show how to succeed in the long term.

- ***Culture.com*** by Ray Bender, Peg Neuhauser, Kirk L. Stromberg – (Item #: 2303)

In the age of the Internet, many corporate cultures don't match up with how people are required to work in the new economy. Here's a road map for changing your company culture so it will help rather hinder your company's transformation.

- ***Leading Change*** by John P. Kotter – (Item #: 1825)

Harvard's Kotter simplifies the messy, complex process of corporate change. He provides a blueprint for the steps you need to take whether your change is a restructuring, reengineering project, or cultural renewal. This is the last word on managing change.

- ***The Dance of Change*** by Charlotte Roberts, Peter Senge, Bryan Smith, George Roth, Art Kleiner, Richard Ross – (Item #: 2124)

In a follow-up to their seminal book, *The Fifth Discipline*, Senge and his team show companies how to overcome the ten challenges that undermine a company's attempt to change and become a learning organization. One example: the challenge of diffusion, or a company's inability to diffuse knowledge throughout the organization.

- ***The Heart of Change*** by John P. Kotter, Dan S. Cohen – (Item #: 2426)

While most companies believe change happens by making people think differently, that isn't the case. Instead, according to John Kotter and Dan Cohen, change happens when you make people feel differently. You have to appeal more to the heart than the mind. The authors offer a new dynamic — the “see-feel-change” dynamic that fuels action.

- ***You Can't Order Change*** by Peter S. Cohan – (Item #: 3110)

Jim McNerney is smart about motivating people; crafting business strategies that spark profitable growth; and making operations more productive, efficient and effective. Most important, he is a genius at creating harmony within communities. He wins hearts and minds with a clear vision of the future, combined with personal humility. Learn how these skills help him pull off the seemingly impossible turnaround of Boeing.

## **Communication**

- ***Fierce Conversations*** by Susan Scott – (Item #: 32BS06)

The master teacher of positive change through powerful communication, Susan Scott wants her readers to succeed. To do that, she explains, one must transform everyday conversations employing effective ways to get the message across. This guide includes exercises and tools to take you step by step through the Seven Principles of Fierce Conversations.

- ***How to Be a Great Communicator*** by Nido Qubein – (Item #: 1909)

Having trouble communicating when speaking or writing? Qubein can help you as he has helped thousands. He's particularly good on getting your message across when speaking.

- ***Mastering the Art of Creative Collaboration*** by Robert Hargrove – (Item #: 2009)

Collaboration -- forming teams in a workplace -- can be unproductive by dampening the creative efforts of team members. Hargrove tells how to avoid this. It calls for sharing goals and using lateral, not hierarchical leadership.

- ***Powerful Conversations*** by Phil Harkins – (Item #: 2129)

Leadership expert Harkins shows how leaders can impact growth and productivity in their companies through the techniques of powerful conversations. Based on years of study with Fortune 500 leaders.

- **Words That Work** by Frank Luntz – (Item #: 2911)

To effectively obtain the power of communication, you must learn that it's not always what you say, but how you say it. Luntz offers sound advice on how to tactically use words and phrases to get what you want in life.

## **Conflict Resolution**

- **Breakthrough Business Negotiation** by Michael Watkins, Michael Watkins – (Item #: 2505)

Michael Watkins, associate professor of business administration at Harvard Business School, lays out the major steps involved in any negotiation, including diagnosing a situation, shaping the structuring, managing the process and assessing the results. He also offers key insights into building coalitions, managing conflicts and negotiating crises.

- **Capitalizing on Conflict** by James W. Gibson, Kirk Blackard – (Item #: 2424)

Do you want to optimize performance? If you do, you must first find a way to create an environment that minimizes workplace conflict and integrates resolution strategies into management systems. Only by preventing or minimizing, bringing to the surface, and resolving conflict can you unleash the full power of the organization.

- **Crucial Confrontations** by Al Switzler, Kerry Patterson, Joseph Grenny, Ron McMillan – (Item #: 2626)

Mastering crucial confrontations requires a specific skill set. In *Crucial Confrontations*, consultant Kerry Patterson and executive coach Joseph Grenny show you how to effectively approach confrontations to get resolution.

- **Crucial Conversations** by Joseph Grenny, Al Switzler, Ron McMillan, Kerry Patterson – (Item #: 31BS06)

If you feel stuck — in a relationship, in your career, at home — chances are a crucial conversation is keeping you there. This New York Times bestseller will help you handle crucial conversations — conversations that occur when the stakes are high, emotions run strong, and opinions vary. With crucial conversations skills, you'll be able to: prepare for high-stakes situations with a proven technique; transform anger and hurt feelings into powerful dialogue; make it safe to talk about almost anything.

- **Getting to Resolution** by Stewart Levine – (Item #: 2024)

You've seen it happen. Groups in a firm are clashing. Communications break down. Two people are making a display of their mutual dislikes. The work of the firm is feeling it. What to do? Levine has the answers, varied for the occasion and tested in the heat of battle. One approach involves the signing of collaborative agreements.

- **Getting to Yes** by Roger Fisher, William Ury – (Item #: 0415)

Techniques for negotiating your way to a win-win situation. A convincing approach.

- ***Listening to Conflict*** by Erik Van Slyke – (Item #: 2111)

This will prepare you to resolve those disruptive disputes in your company. You will learn to listen -- and hear what people don't say as well as say. You will discover what sets you off in anger and how to change this behavior. Finally, you'll understand what to do if you can't reach a constructive resolution to a dispute.

- ***Mastering Business Negotiation*** by Roy Lewicki, Alexander Hiam – (Item #: 2907)

A valuable resource — grounded in solid research — for any leader or manager who needs practical strategies when conducting business negotiations. Lewicki and Hiam assert that the basic skills and techniques of what they call “the master negotiator” are essential for resolving conflicts, handling difficult conversations, protecting oneself against a competitor and managing good business deals.

- ***Secrets of Power Negotiation*** by Roger Dawson – (Item #: 1717)

Negotiating is like playing chess, says Dawson. This summary will help you get the best deal on a car, a piece of property or a business. It will save you a bucket of money.

- ***When Goliaths Clash*** by Howard M. Guttman – (Item #: 2518)

In *When Goliath's Clash*, Howard M. Guttman, the principal of Guttman Development Strategies Inc., a management consulting firm, describes how unresolved conflict in organizations, especially at the highest level, can have dire consequences.

## **Leadership**

- ***360 Leader*** by John Maxwell – (Item #: 2806)

According to leadership expert John Maxwell, you can learn to develop your influence from wherever you are in the organization by becoming a 360-degree leader. You can learn to lead up, lead across and lead down. He writes that only 360-degree leaders influence people at every level of the organization, and by helping others, they help themselves.

- ***A Bias For Action*** by Michael Abrashoff, Alan R. Ackerman - (Item #: 2617)

In *A Bias for Action*, leadership expert Heike Bruch and management expert Sumantra Ghoshal demonstrate that managers often confuse activity with accomplishments, and motivation with true leadership. Based on the authors' research across numerous industries, and illustrated with personal case studies from BP, Sony, GE, Philips and others, this summary reveals how great managers get results by engaging their own willpower through a combination of energy and focus.

- ***A Leader's Legacy*** by Eric Abrahamson, Barry Z. Posner – (Item #: 2825)

*A Leader's Legacy* is a compilation of powerful essays that explore the question of leadership and legacy. These essays are grouped into categories covering significance, relationships, aspirations and courage. The authors examine critical questions all leaders must ask themselves in order to leave a positive and lasting impact.

- ***Coaching, Counseling & Mentoring*** by Florence Stone – (Item #: 2110)

Use these three ways to boost the performance of your employees. Coaching is to help all your people. By coaching them you improve their work on their current jobs and increase their potential to do more in the future. Counseling is used to address the problem performers and their bad habits. You must address those bad habits or spend half your time trying to erase the results of them. Mentoring is the most satisfying, working with your most talented employees to help them advance.

- ***Comeback*** by Martin Puris – (Item #: 2116)

Editor Puris offers the stories of eight top executives, including Robert Louis-Dreyfus of sportswear firm Adidas, Gordon Bethune of Continental Airlines, and Eckard Pfeiffer of Compaq Computer Corporation, who through their leadership skills turned their ailing companies around.

- ***Execution*** by Larry Bossidy, Ram Charan – (Item #: 2429)

Bossidy, the legendary CEO of Honeywell International, Inc., joins forces with consultant and prolific author Charan to explain how getting things done — not strategy, innovation or anything else — is the most important function of a leader. The authors examine in detail the three key processes of execution — people, strategy and operations — and show how all three are linked.

- ***First Break All the Rules*** by Curt Coffman, Marcus Buckingham – (Item #: 2204)

Based on in-depth interviews with more than 80,000 managers at all levels (and in companies of all sizes), the Gallup Organization's Buckingham and Coffman reveal in this summary what great managers do differently from ordinary managers to coax world class performance out of their workers.

- ***Generating Buy-In*** by Mark S. Walton – (Item #: 2602)

A former senior correspondent and anchorman at CNN, Mark Walton draws on his rich communications background to help leaders master the language of leadership with *Generating Buy-In*. Walton describes “buy-in” as getting understanding, commitment and action from others in support of a person, idea, proposal, product, service or organization. He explains that buy-in is the essential emotional ingredient needed for any collaborative effort to be successful.

- ***Growing Your Companies Leaders*** by Robert M. Fulmer, Jay A. Conger – (Item #: 2603)

For decades, succession management identified replacements for senior executives who, it was assumed, would eventually depart the organization through death or retirement. In many companies, the planning for succession was one of several “annual events,” without much thought given that the process could be deployed to develop and/or retain talented employees.

- ***High Altitude Leadership*** by Don Schmincke, Chris Warner – (Item #: 3109)

Warner and Schmincke present a new approach to leadership development, based in groundbreaking scientific research, field test under the most brutal conditions on the most difficult summits, and successfully applied in the training of executives, management teams and entrepreneurs throughout the world. To thrive in today's business challenges and tomorrow's unpredictable risks, you need to become the type of leader whose career, team, and company excels in the most extreme of environments.

- ***How the Best Leaders Lead*** by Brian Tracy – (Item #: 3213)

In *How the Best Leaders Lead*, Brian Tracy reveals the strategies he teaches top executives to achieve astounding results in difficult markets against determined competition. You will learn how to set clear goals and objectives for yourself and others, set priorities and focus on key tasks, solve problems faster and make better decisions, determine the ideal leadership style for any situation, motivate your people, and develop an exciting future vision for your business.

- ***Into The Unknown*** by Jack Uldrich – (Item #: 2614)

*Into the Unknown* charts the lessons in leadership that were learned by Meriwether Lewis and William Clark during their two-and-a-half year adventure into the American Northwest. Against staggering odds, these unique men inspired such absolute loyalty in each other and in their group of explorers that they are still regarded as the most successful leadership team in American history.

- ***Jack: Straight from the Gut*** by Jack Welch – (Item #: 2409)

Follow the career of General Electric CEO Jack Welch from his beginnings as a stuttering, competitive kid from working-class Salem, Massachusetts, to his early days as a GE engineer, to his ascension to CEO and a 20-year reign at the top. In his own words, Welch stresses the importance of people, originality, creativity, and common sense while sharing his thoughts on what it takes to be a great leader.

- ***Leaders at All Levels*** by Ram Charan – (Item #: 3017)

In *Leaders at All Levels*, Ram Charan — prolific author and world-renowned advisor to business leaders — takes aim at the current crisis in leadership: the shortage of leaders prepared to face the complex business challenges of today. Charan offers a solution that outlines a new model for succession and leadership development.

- ***Leaders Make The Future*** by Bob Johansen – (Item #: 3125)

We are in a time of disruptive leadership change. In a VUCA world — one characterized by volatility, uncertainty, complexity and ambiguity — traditional leadership skills won't be enough. Drawing on the latest ten-year research from the Institute for the Future, this powerful book explores the external forces that are shaking the foundations of leadership.

- **Leadershift** by Emmanuel Gobillot – (Item #: 3127)

The age of mass collaboration is challenging the very nature of leadership, yet it also offers unprecedented value for leaders who know how to lead in this new environment. Author Emanuel Gobillot describes how to adapt traditional leadership roles and presents the tools necessary to embrace and succeed in this new age. Leadershift offers a new business model that will allow leaders to engage successfully with communities, recognize and develop talent, and win customer loyalty.

- **Leadership Challenge** by Barry Z. Posner, James Kouzes – (Item #: 32BS02)

The most trusted source on becoming a better leader – The Leadership Challenge – has been thoroughly updated and revised for a new generation of leaders living and working in a global environment. Building on the knowledge base of the previous books, this fourth edition of the classic is grounded in research and presents extensive interviews with a diverse group of leaders at all levels in a wide variety of organizations around the world.

- **Leadership Gold** by John Maxwell – (Item #: 3014)

Good leadership always makes a difference. It can turn organizations around and positively impact the lives of thousands. Learning more about leadership will make a difference in you, and you will make a difference in the lives of others. John Maxwell shares a lifetime of leadership truths, which can guide anyone who currently leads or aspires to lead.

- **Leading at a Higher Level** by Ken Blanchard – (Item #: 2906)

Blanchard, a leading management consultant and author of The New York Times best seller The One Minute Manager, and his colleagues at the Ken Blanchard Companies have spent over 25 years helping leaders and organizations become great and remain great. Finally they have brought all of that knowledge together and distilled it into Leading at a Higher Level.

- **Leading Quietly** by Joseph Badaracco – (Item #: 2414)

Every profession and walk of life has its great figures, leaders and heroes, people who are exalted for their achievements and treated as role models. Yet, in day-to-day life, we often find that the most effective leaders are rarely public heroes; they maintain a low profile, yet they do what is right (for themselves and their organizations) inconspicuously and without casualties. These are the "quiet leaders" Joseph L. Badaracco, Jr. studies and celebrates in his book.

- **Leading With Character** by John J. Sosik – (Item #: 2910)

Leading With Character offers a unique collection of fascinating stories about 25 famous leaders from business, history and pop culture such as John F. Kennedy, Brian Wilson, Rosa Parks, Joe Namath, Pat Tillman and Nelson Mandela to name a handful.

- **Management Challenges for the 21<sup>st</sup> Century** by Peter F. Drucker – (Item #: 2201)

Who better than the 20th Century's greatest management thinker to explore the challenges that lie ahead? From managing change or a globally competitive company to managing your career, Drucker tells you what to expect from the next century.

- ***Management Wisdom from the New York Yankees*** by Lance Berger – (Item #: 2728)

Author Lance Berger is a management consultant to Fortune 500 companies and has served as a consultant to Major League Baseball. After looking deeply into the history of the Yankees' organization, Berger discovered that many of the same principles that made the Yankees great were also driving the success of business clients. These core principles are based on leadership, processes and culture.

- ***Managing*** by Henry Mintzberg – (Item #: 3206)

A half century ago Peter Drucker put management on the map. Leadership has since put it off. In his latest book, Henry Mintzberg aims to restore management to its proper place: front and center. "We should be seeing managers as leaders," he writes, "and leadership as management practiced well." This book is classic Mintzberg: iconoclastic, irreverent, carefully researched, myth-breaking. *Managing* may be the most revealing book yet written about what managers do, how they do it, and how they can.

- ***Managing for Results*** by Peter F. Drucker – (Item #: 0729)

This classic tells managers how to create a work plan and inspire people to execute it.

- ***Managing People Is Like Herding Cats*** by Warren Bennis – (Item #: 1908)

There's a shortage of leaders today. Leadership guru Bennis explains why, and offers advice on creating a leadership-friendly environment. Take his test of your leadership potential.

- ***Maximum Leadership*** by Philippe DeBacker, Charles Farkas – (Item #: 1812)

Farkas and De Backer interviewed CEOs the world over with one goal in mind: To discover how they add value to their company's day in and day out. Many lessons you can put to use today.

- ***Moving Mountains*** by William Pagonis – (Item #: 1430)

Pagonis, Norman Schwarzkopf's logistics wizard in the Gulf War, shares his leadership and management techniques. This summary proves that initiative and a good management system can lift you into senior management fast.

- ***No Substitute for Victory*** by Donna Kinni, Theodore Kinni – (Item #: 2717)

Gen. Douglas MacArthur's extraordinary life of leadership spanned more than six decades in the military, education, public administration and business sectors. In *No Substitute for Victory*, business writers Theodore Kinni and Donna Kinni distill powerful leadership lessons from MacArthur's life and career — lessons you can use, no matter where you lead and what you intend to accomplish.

- ***On Becoming A Leader*** by Warren Bennis – (Item #: 1210)

Bennis proves you can learn to be a leader in this down-to-earth summary. One of his best!

- ***Primal Leadership*** by Annie McKee, Richard Boyatzis, Daniel Goleman – (Item #: 2419)

Great leaders move us. They ignite our passion and inspire the best in us. When we try to explain why they are so effective, we speak of strategy, vision, or powerful ideas. But the reality is much more primal, according to Goleman, Boyatzis and McKee: Great leadership works through the emotions. The authors, experts in the concept of emotional intelligence (EI), describe what managers and executives must do to become emotionally intelligent leaders 'using EI competencies.

- ***Profession of Management*** by Peter F. Drucker – (Item #: 2013)

Here's a collection of valuable tips from the top author on management. Do things right, don't do the right things, he says. Don't confuse effectiveness with efficiency. And much, much more.

- ***Straight from the CEO*** by Colin Price, G William Dauphinais – (Item #: 2019)

CEOs of top world corporations tell how they handle customer service, motivation, and other management duties. Excellent advice.

- ***The Accountable Leader*** by Brian Dive – (Item #: 3026)

Centered around three themes — leadership, accountability and organizational structure — this book explores what it means for managers to be held accountable at every level and argues that most leadership-related problems arise from the ineffectiveness of organizational structures that lack accountable jobs.

- ***The Art of Managing People*** by Anthony Alessandra, Phillip Hunsaker – (Item #: 0515)

How to interact on the job so as to satisfy both organizational and employee goals.

- ***The Book of Leadership Wisdom*** by Peter Krass – (Item #: 2105)

Here's your chance to chat with the business leaders of yesterday and today. Harold Geneen says that if you have to pull rank, you're no leader. J. Paul Getty believes that true leaders not only know how to battle crises, they enjoy them. Robert Haas emphasizes the need for having core values and principles if you are to be a great leader. Others heard include the Washington Post's Katherine Graham, John Patterson, who founded the National Cash Register Co. more than a century ago, and McDonald'.

- ***The Contrarian's Guide to Leadership*** by Steven B. Sample – (Item #: 2413)

Steven Sample, president of the University of Southern California (USC), has the leadership skills that have helped the school to receive international recognition as a successfully growing organization. In his book, Sample has compiled the skills and tactics required by leaders who want to improve their organizations and their ability to lead. His unconventional approach to leadership offers a plethora of new ideas about making better decisions, using time wisely and picking top staffers.

- ***The Deming Management Method*** by Mary Walton – (Item #: 0908)

Try the management methods Dr. W. Edwards Deming used to help the Japanese lift themselves out of a postwar depression to a dominant position in world trade. A “must read.”

- ***The Effective Executive*** by Peter F. Drucker – (Item #: 0731)

Learn to build on strengths, set priorities, systematize decision making and much more. A Drucker classic.

- ***The First 90 Days*** by Michael Watkins – (Item #: 2610)

In *The First 90 Days*, Harvard Business School professor Michael Watkins presents a road map for taking charge in the first 90 days of a new executive position. The first days in a new position are critical because small differences in actions can have a huge impact on long-term results. This summary will equip executives with strategies and tools to get up to speed faster and achieve more sooner.

- ***The Inspiring Leader*** by Scott Edinger, John Zenger, Joseph Folkman – (Item #: 3122)

The impact of inspiration and motivating others is consistent across different kinds of organizations and within different cultures. *The Inspiring Leader* reveals the newest research on how top leaders inspire teams to greatness. It discusses the behaviors exhibited by the most successful leaders and includes advice on how to implement them.

- ***The Leader In You*** by Dale Carnegie – (Item #: 1604)

Dale Carnegie’s timeless principles, based on all-new material and fresh insights, will help you get along with others and move ahead. Learn to lead, motivate, communicate, set goals, and more. All are sure routes to personal success.

- ***The Leader of the Future 2*** by Frances Hesselbein, Marshall Goldsmith – (Item #: 2830)

Ten years after the bestselling *The Leader of the Future* hit the stands, comes this collection of essays from thought leaders of yesterday and today. Read Peter Drucker’s thoughts on executive leadership, R. Roosevelt Thomas Jr.’s theory of diversity management, General Eric K. Shinseki’s metaphor of one-eyed kings, Marshall Goldsmith’s words on leading new age professionals, and much more.

- ***The Leaders Window*** by Neil Yeager, John C. Beck – (Item #: 1617)

Managers often use just one leadership style with all employees. To get the most from them, you need the four styles this summary describes. A time-tested system.

- ***The Leadership Pipeline*** by James Noel, Stephen Drotter, Ram Charan – (Item #: 31BS08)

In this book, three experts show companies how to build their own leaders by understanding the critical passages a leader must navigate, by providing the appropriate development for navigating those passages, and by building the right system for ensuring a full pipeline of leaders, now and in the future.

- ***The Leadership Triad*** by Dale Zand – (Item #: 1914)

High-performance leaders must have three elements: knowledge, trust, and power. That means having knowledge, knowing where to look for more, and knowing how to use it. It means creating the trust that fosters open communication in the workplace. Finally, it means the power, not to bark orders, but to act as a consultant in an knowledge-driven company and get the work done. This guidebook is for the manager, at whatever level, who is trying to succeed with the new methods used by leaders today.

- ***The Manager's Balancing Act*** by Florence Stone – (Item #: 1923)

The "act" is trying to balance traditional methods with new management theories. Solid advice will keep you from stumbling.

- ***The New Leaders*** by Ann Morrison – (Item #: 1426)

Does your company have women and minorities in leadership positions? If not, you're losing an advantage to your competitors. Use these tested methods to increase diversity.

- ***The Next Level*** by Scott Eblin – (Item #: 31BS12)

What separates those who make it after a promotion to the executive level from those who don't? Drawing on more than twenty years of experience working with new and seasoned corporate leaders, Scott Eblin has identified the key behaviors and beliefs that successful executives pick up and let go of. For every rising executive, Eblin's practical coaching – interwoven with frank mentoring advice from top executives – is invaluable in achieving success at the next level.

- ***The Practice of Management*** by Peter F. Drucker – (Item #: 0726)

How to manage a business, other managers, and workers and work.

- ***The Real Warren Buffett*** by James O'Laughlin – (Item #: 2502)

Past books on the legendary head of Berkshire Hathaway have focused on his investment skills. O'Loughlin shows why Buffett is not only a visionary investor, but also a visionary manager of people and a superb company leader. His management credo — and his directive to employees throughout Berkshire Hathaway — is to “act like an owner.”

- ***The Wizard and the Warrior*** by Lee Bolman, Terrence Deal – (Item #: 2820)

Bestselling authors Lee Bolman and Terrence Deal give leaders the insight and courage they need to take risks on behalf of values they cherish and the people they guide. Great leaders must act both as wizard, calling on imagination, creativity, meaning and magic, and as warrior, mobilizing strength, courage and willingness to fight as necessary to fulfill their mission.

- ***True North*** by Bill George – (Item #: 2920)

Just as a compass points toward a magnetic field, your True North pulls you toward the purpose of your leadership. When you follow your internal compass, your leadership will be authentic, and people will naturally want to associate with you.

- ***Why Great Leaders Don't Take Yes for an Answer*** by Michael Roberto – (Item #: 2804)

In *Why Great Leaders Don't Take Yes for an Answer*, Harvard Business School's Michael Roberto shows company leaders how to stimulate honest, constructive dissent; use it to improve decisions; then align their entire organization behind those decisions. Drawing on extensive research, Roberto shows how to promote candor, leverage an organization's wisdom, and build consensus that leads to effective action.

- ***Why Leaders Can't Lead*** by Warren Bennis – (Item #: 1128)

Simply managing isn't enough any longer, says author Bennis. Here are the steps you can take today to become a leader. The first one: Don't believe that "leaders are born, not made."

### **Miscellaneous**

- ***Built to Last*** by James Collins, Jerry Porras – (Item #: 1704)

Most companies don't last more than a few decades. This summary dissects those that have done far better to reveal the secrets of their longevity.

- ***Embracing Excellence*** by Franklin Ashby, Arthur Pell Ph.D. – (Item #: 2410)

Companies need "A" players to outperform the competition. To attract and keep top-level performers in a highly competitive economy, companies must learn to create corporate cultures that attract and retain "A" players. *Embracing Excellence* explains how organizations can attract "A" players by building an environment that is committed to values, vision, creativity, trust and respect.

- ***Flash of Brilliance*** by William Miller – (Item #: 2109)

How can you become a more creative person? And how can you inspire creativity in those around you? Follow Miller's "Creative Journey" and you can do it. Miller believes that all persons have creative abilities whether they believe it or not. To draw them out, he explains a four-stage process that will work in every situation. First step: Establish your goal and assess the risks. Next: Identify your experiences and personal traits that will build the confidence you need to meet the challenges.

- ***Good to Great*** by Jim Collins – (Item #: 2411)

What do good companies need to do to become great? To answer this question, Jim Collins (the author of the bestseller *Built to Last*) and a team of researchers used strict benchmarks to identify a group of 11 elite companies that made the leap from good to great and sustained that greatness for at least 15 years. The companies that made the list, and those that did not, provide a vast supply of strategies and ideas that leaders can use within their own organizations to propel them to greatness.

- ***Influencer*** by David Maxfield, Joseph Grenny, Al Switzler, Ron McMillan, Kerry Patterson – (Item #: 3001)

From the authors that brought you *Crucial Confrontations* comes their thought-provoking look at how individuals — no matter who they are — can become the type of influencers that are bringing about change in the world. *Influencer* takes readers on a journey across the globe, showing them how seemingly “insignificant” people are making incredibly significant improvements in solving problems others would think impossible.

- ***Nobodies to Somebodies*** by Peter Han – (Item #: 2810)

*Nobodies to Somebodies* explores how many successful people found their true callings in a wide range of fields, and went from Nobodies to Somebodies. Based on interviews with 100 highly accomplished leaders — actors, CEOs, senators, scientists and others — this summary describes the early paths they traveled, the hard choices they made, and the lessons they learned along the way.

- ***Overcoming Resistance*** by Jerald Jellison – (Item #: 1519)

Who gives you the most trouble on the job? Resisters -- subordinates and peers who make excuses, complain, and find creative ways to avoid work and responsibility. Jellison's meet-them-head-on method to get cooperation isn't pretty, but it works.

- ***The Fifth Discipline*** by Peter Senge – (Item #: 1313)

The fifth discipline — systems thinking — is the cornerstone of the learning organization. In this thoughtful analysis, Senge helps you to see through the complexity of systems and identify the patterns often hidden behind events and details. You'll explore the five disciplines and learn how to create a learning organization.

- ***The Underdog Advantage*** by David Morey, Scott Miller (Item #: 2621)

The Underdog Advantage is about a set of principles that have been proven to win and to build a winning attitude, character and culture in the most difficult circumstances. These are principles that can drive your business, marketing and communication strategies and transform your company. And they can transform your career.

- ***Transformational Learning*** by Daniel Tobin – (Item #: 1822)

You've heard about the "learning organization." Here's the most useful look at the subject yet. Tobin offers practical ways for you to keep skills polished and ideas fresh in your organization.

- ***Winners Never Cheat*** by Jon Huntsman – (Item #: 2725)

Jon M. Huntsman started with practically nothing, and built a world-class business that carried him to Forbes' list of America's wealthiest people. In *Winners Never Cheat*, Huntsman, chairman and founder of Huntsman Corp., the world's largest privately held chemical company, presents the principled lessons he has learned and followed throughout his lifetime. He also explains how business can return to the days when your word was your bond and a handshake was sacred.

## **Motivation / Optimism / Attitude**

- ***In Praise of Good Business*** by Judith Bardwick – (Item #: 2010)

Here's a bold approach to boosting employee productivity by motivating them to take risks and accept accountability, even in a time of layoffs. The results, this noted business author promises, are healthier employees and record profits.

- ***SuperMotivation*** by Dean Spitzer – (Item #: 1724)

Spitzer outlines the systems and programs you need to get top performance from your subordinates. Among other things, he explains the psychology behind motivation, how to uncover demotivators in your organization, and how to use training and rewards to energize people.

- ***The Arc of Ambition*** by Nitin Nohria, Jim Champy – (Item #: 2217)

Authors Champy, former head of CSC Index and co-author of *Reengineering the Corporation*, and Nitin Nohria, a professor of business administration at the Harvard Business School, believe that ambition is the lifeblood of human achievement. In this summary, they cover the different stages of ambition, and how each stage can lead to great things for you and your company.

- ***The Bad Attitude Survival Guide*** by Harry Chambers – (Item #: 2006)

You know these employees, those with bad attitudes, poor performance records, and resistance to change. It's time to call a halt. First, uncover the root causes, such as resentment and low self-esteem. Then use this method to overcome the resistance you will face.

- ***The People Principal*** by Ron Willingham – (Item #: 2012)

Learn to improve productivity by helping people to do their best. This summary is strong on motivating people and getting them to accept responsibility.

## **Problem Solving**

- ***Action Coaching*** by Peter Cairo, David L. Dotlich – (Item #: 2205)

The Action Coaching methodology provides organizations and their coaching-minded leaders with the knowledge and tools required to evaluate problem situations, mediate effective solutions and align the needs and behaviors of employees to the organizational imperatives of their companies.

- ***Blink*** by Malcolm Gladwell – (Item #: 2714)

Blink is about how we think without thinking, about choices that seem to be made in an instant — in the blink of an eye — that actually aren't as simple as they seem, and about those instantaneous decisions that are impossible to explain to others. In this summary, staff writer from The New Yorker Malcolm Gladwell reveals that great decision makers aren't those who process the most information or spend the most time deliberating, but those who have perfected the art of "thin-slicing".

- ***In the Company of Giants*** by Rama Dev Jager, Rafael Ortiz – (Item #: 2002)

Learn from the visionaries in the computer industry such as Michael Dell and Bill Hewlett. Excellent on topics such as making decisions and getting the most from employees.

- ***The Confident Decision Maker*** by Roger Dawson – (Item #: 1512)

A decision can change your life forever, so don't leave it to intuition or a coin toss. This summary gives you a systematic, effective way to make the right decisions time after time.

- ***Why Decisions Fail*** by Paul C. Nutt – (Item #: 2427)

For more than 20 years, Ohio State University Professor Paul C. Nutt has studied how decisions are made and has written extensively about what works, what doesn't and why. His key finding in all this work is startling: Decisions fail half of the time. Organizations spend vast sums of money and commit significant amounts of resources without realizing any benefits.

## **Stress Management**

- ***Managing Your Mind*** by Gillian Butler, Tony Hope – (Item #: 1729)

An amazing compendium of advice by two Oxford University researchers. How to beat stress, quit smoking, build your self-esteem and self-confidence, counter anxiety, be assertive, make decisions, manage your time and a lot more.

- ***Stress for Success*** by James Loehr – (Item #: 1920)

Don't moan about stress; make it work for you. Here's an optimistic, productive approach to a growing problem in industry.

## **Self Awareness**

- ***7 Survival Skills for a Reengineered World*** by William Yeomans – (Item #: 1910)

Survive and thrive in this era of job uncertainty. Sharpen your career, endurance, communication, leadership, and customer service skills, and become a better follower and team player.

- **Confidence** by Rosabeth Moss Kanter – (Item #: 2803)

Presidents, managers, coaches and even individuals have the power to choose how they deal with a loss, and whether they are going to allow it to be the beginning of a trend, or have the confidence to learn how to win next time. By studying winning and losing teams, companies and organizations, Harvard Business School Professor Rosabeth Moss Kanter has found the keys to confidence and the way to find it when it is lost.

- **Life Matters** by Rebecca Merrill, A Roger Merrill – (Item #: 2601)

Everybody is concerned about work/life balance, but few understand that time and money are as important to life balance as work and family. Each area matters, and focusing on one without considering the others is ultimately unfulfilling, because they are so closely interrelated. It is possible that your expectations about work, family, time and money are unrealistic, and therefore you don't see them properly.

- **People Styles at Work** by Robert Bolton, Dorothy Bolton – (Item #: 1814)

You and everybody else fit into one of four personality groups. Knowing which one you're in and how to deal with those in other groups are part of the priceless information this summary offers.

- **Put the Moose on the Table** by Randall Tobias – (Item #: 2524)

Randall Tobias, former CEO of pharmaceutical giant Eli Lilly and Co., knows what it takes to get to the top. In Put the Moose on the Table, Tobias mixes personal anecdotes with his thoughts on effective business and leadership practices, often focusing on the intangible qualities — integrity, dedication and respect for colleagues — that separate the best from the rest.

- **Seven Habits of Highly Effective People** by Stephen R. Covey – (Item #: 29MTFS)

This #1 National Bestseller offers a holistic, integrated, principle-centered approach for solving personal and professional problems. Covey reveals a step-by-step pathway for living with fairness, integrity, service and human dignity -- principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates. Originally published in 1989, the timeless seven habits remain relevant even as the challenges have become more difficult.

- **Success Built To Last** by Stewart Emery, Mark Thompson, Jerry Porras – (Item #: 2905)

Imagine discovering what successful people have in common, distilling it into a set of simple practices and using them to transform your company, your career and your life. Authored by three nationally acclaimed thought leaders in organizational development and self-improvement — including Built to Last co-author Jerry Porras — Success Built to Last challenges conventional wisdom at every step.

- ***Sway*** by Ori Brafman, Rom Brafman – (Item #: 3024)

Brothers and authors Ori and Rom Brafman explore several of the psychological forces that derail rational thinking. We are all more prone to irrational behavior than we realize and this can affect our careers and shape our business and personal relationships. Understanding why the sway of irrational behavior is so alluring can help us to become more aware of it and perhaps less likely to fall victim to its force.

- ***The 8th Habit*** by Stephen R. Covey – (Item #: 2721)

For individuals and organizations, excellence is no longer merely an option — survival requires it. But to thrive, excel and lead in our Knowledge Worker Age, we must move beyond effectiveness to greatness. Leadership guru Stephen Covey writes that accessing a higher level of human genius and motivation requires a sea change in thinking: a new mind-set and skill set — in short, an additional habit to those featured in his book *The 7 Habits of Highly Effective People*.

- ***The Hungry Spirit*** by Charles Handy – (Item #: 2017)

This talented (and wealthy) author urges you to look beyond wealth for your satisfactions. Know when you have enough money, he advises, then turn to leaving something for the world behind you. All of us, even Bill Gates, can discover something about values from this.

- ***The Truth About Burnout*** by Michael Leiter, Christina Maslach – (Item #: 1927)

Here are the strategies needed to eradicate the underlying problems and create a healthy, productive workplace.

## **Team Building**

- ***Action Learning*** by Michael J. Marquardt – (Item #: 2620)

Around the world, writes George Washington University professor Michael J. Marquardt, companies and organizations of all sizes are using the action learning methodology to solve major problems and build productive and effective teams. In *Optimizing the Power of Action Learning*, Marquardt, an expert on the action learning process, details exactly how the methodology works and how it can be used for important problems impacting businesses large and small.

- ***Divide and Conquer*** by Diana McLain Smith – (Item #: 32BS04)

In *Divide or Conquer*, Diana McLain Smith distills almost thirty years of experience studying and advising leaders to offer a new way to think about teams — not as a bunch of individuals, but as the sum of their relationships.

- ***Great Business Teams*** by Howard M. Guttman – (Item #: 3029)

Renowned business consultant Howard M. Guttman takes you inside some of the world's most successful corporations to discover how a powerful new high-performance horizontal model has changed the way leaders lead, team members function, challenges are met, and decisions are made.

- ***Team Players and Teamwork*** by Glenn Parker – (Item #: 1309)

Departmental and cross-functional teams are the fast track to industry leadership. Learn how team players can achieve the greatest productivity.

- ***Team Troubleshooter*** by Robert W. Barner – (Item #: 2323)

Teamwork is increasingly in demand by organizations when doing business and managing customer relationships. Learn about the common pitfalls and roadblocks for teams, such as conflicts between team members and the team leader, poor relationships between corporate teams and customers, and the inability of a team to anticipate problems. Robert Barner offers the symptoms and then provides the treatments to help any team overcome challenges.

- ***The Five Dysfunctions of a Team*** by Patrick Lencioni – (Item #: 31BS10)

In *The Five Dysfunctions of a Team*, bestselling business author Patrick Lencioni once again offers a leadership powerful and instructive leadership fable. Throughout the story, Lencioni reveals the five dysfunctions that go to the very heart of why teams — even the best ones — often struggle. He outlines a powerful model and actionable steps that can be used to overcome these common hurdles and build a cohesive, effective team.

- ***The Wisdom of Teams*** by Jon R. Katzenbach, Douglas Smith – (Item #: 1504)

Discover best practices in teamwork and what teams have to teach us about doing business.

- ***Why Teams Don't Work*** by Michael Finley, Harvey Robbins – (Item #: 1709)

Many organizations turn to a team structure and wait for magic that never comes. The authors explain what goes wrong on teams and then tells you how to fix problems. Our most popular summary on teams.

## **Time Management / Goal Setting**

- ***First Things First*** by Stephen R. Covey, Rebecca Merrill, A Roger Merrill – (Item #: 1623)

From the author of *The 7 Habits of Highly Effective People* comes this bestselling guide to sanity and satisfaction in today's too-fast world. Covey and his associates spell out six steps to achieving your principle-centered goals. Along the way you'll learn to overcome the tyranny of urgency, connect with your mission, identify your roles, exercise integrity and, in the end, become the person you know you can be.

- **Goals** by Brian Tracy – (Item #: 2510)

Prolific author, speaker and sales trainer Tracy (his book *Advanced Selling Strategies* was summarized in 1995) offers specific advice to help executives and others achieve their personal and workplace goals. Clarifying your values and finding your “major definite purpose” is a key step. Tracy also identifies the self-imposed barriers that so many people put between themselves and their goals.

- **Survive Information Overload** by Kathryn Alesandrini – (Item #: 1424)

This summary takes time management and efficiency practices to a higher level. Learn how to get out from under all that paper by creating filters that let in only the information you're interested in seeing. Priceless.

- **Time Traps** by Todd Duncan – (Item #: 2711)

In *Time Traps*, sales expert Todd Duncan explains all the traps that steal your time, and shows why you should abandon the pointless pursuit of time management and, instead, adopt a far more actionable approach: task management. He explains that by focusing your time better you can make more money and have more free time — at the same time. Duncan challenges you fellow researchers and trainers Ron McMillan and Al Switzler to help others develop the skills it takes to resolve the most pressing problems, including quality violations, safety infractions, cost-cutting mistakes, and medical errors.

- **Work Smart Not Hard** by George Sullivan – (Item #: 1002)

Set goals, identify your problems (not easy), and stop procrastinating. And that's just for starters.