

Career-Related Reading List

The books on this list are worth considering if you believe you could use more help on specific issues. While most do not specifically target executives and mid-career managers, they have the potential to influence your career and the direction you take. I've have grouped the books in the following three categories:

- **Strategy and Advancement**
- **Motivational**
- **Transitions**

Strategy and Advancement

Do What You Are: Discover the Perfect Career for You Through the Secrets of Personality Type - Third Edition by Paul D. Tieger & Barbara Barron-Tieger, Little, Brown and Co., 2001. Using workbook exercises, you can determine a close approximation of your MBTI profile. The chapters describe characteristics for each profile, including examples of people within that profile, suggested occupations, and possible pitfalls.

Do What You Love, the Money Will Follow: Discovering Your Right Livelihood by Marsha Sinetar, Dell, New York, 1989. Discover how to tune in to your inner world and your unique talents; evaluate and build your self-esteem, banish your outmoded network of “shoulds” and liberate yourself from an unfulfilling job with this step-by-step guide to finding work that satisfies your passions.

FIRST, Break All the Rules by Marcus Buckingham and Curt Coffman, Fireside (Simon & Schuster), 1999. This book results from a survey conducted by The Gallup Organization of how great companies select people for talent rather just focusing on skills and experience. There are excellent examples of what employers look for that would be helpful to any executive or manager who will be facing corporate interviewers.

First Things First by Stephen R. Covey, Simon & Schuster, 1994. Covey helps you to manage your time better, not by just being more efficient but by looking at what is most important and what really matters in your life and career. He then gives you a road map on how to put more balance in your life and organize yourself to focus on the things that are most important.

How to be a Star at Work: Nine Breakthrough Strategies You Need to Succeed by Robert E. Kelley, Time Books, a division of Random House, 1998. Kelley builds on his research with Bell Labs where fellow employees identified the star performers, and then Kelley and his team researched what those people did that enabled them to be so successful. He was able to identify nine techniques common to all. The excellent book includes examples of the techniques that illustrate how and why they were successful. It doesn't dwell on theory but illustrates practical guidance on what works and why.

I Could Do Anything, If I Only Knew What It Was: How to Discover What You Really Want and How to Get It by Barbara Sher, Dell Publishing, 1994. This is a good book for anyone languishing in a dead-end job and reluctant to make drastic life changes due to uncertainty about what would actually inspire them. Sher will show you how to determine what your goals are and how to successfully reach them even if you haven't the foggiest idea what to do with yourself.

The Introvert Advantage: How to Thrive in an Extrovert World by Marti Olsen Laney, Psy.D., Workman Publishing, 2002. If you're an introvert, you already know that getting your message across to people you just met, expanding your network, and asking for help from people you don't know very well can be intimidating. This book will help you accept yourself for who you are and offer advice on how to be more effective at getting your message out.

Life Strategies: Doing What Works, Doing What Matters and the companion The Life Strategies Workbook by Philip C. McGraw, Hyperion, 2000. The book and companion workbook give you no-nonsense, action-oriented, life-changing philosophies of Dr. McGraw. You need to read the book before using the workbook. He guides you through his process of getting real about yourself, getting smart about understanding his 10 life laws, getting ready by preparing yourself, and getting going by identifying your goals and action items to accomplish them.

Listening: The Forgotten Skill by Madelyn Burley-Allen, John Wiley & Sons, 1995. This is a self-teaching guide with exercises that will help you to become a better listener. The exercises are quick and easy, and they work.

Make Your Own Luck: Success Tactics You Won't Learn in Business School by Peter Morgan Kash, Prentiss Hall, 2002. A venture capitalist describes the successes and failures of his life and those of others and shows how a positive attitude and 10 simple steps can open up opportunities where before you saw none.

NOW, Discover Your Strengths by Marcus Buckingham & Donald O. Clifton, Ph.D., Simon & Schuster (The Free Press), 2001. The authors explain how talent, skills and knowledge come together to create your strengths and why you shouldn't spend time and effort trying to overcome your weaknesses. Read the first three chapters (about eighty pages) and then go online to answer the free questionnaire. The result will be your "signature strengths" (top five strengths), out of thirty-five distinctly different themes. Knowing these, you can find whether you're "playing to your strengths" in your job or you're just going through the motions and not finding career happiness. I use this excellent book in my practice to help my clients focus on pursuing opportunities that they are passionate about.

Please Understand Me II by David Keirsey, Prometheus Nemesis Book Company, 1998. A bestseller that gives detailed portraits of the four MBTI temperament and character traits. A quick assessment questionnaire identifies your MBTI profile. The Temperament Sorter with accompanying descriptions is available online at www.keirsey.com.

The Portable Coach by Thomas J. Leonard, Scribner, 1998. The founder of Coach University describes his 28-step Principles of Attraction program that will help you to eliminate energy-wasting distractions and become the creator of an environment designed to let your natural entrepreneurialism, charm, talent and personality flourish. Exercises will help you to set and prioritize your most important values.

Power Networking: 59 Secrets for Personal & Professional Success (second edition) by Donna Fisher and Sandy Vilas, Bard Press, 2000. A systematic approach to networking for personal, professional and business success that tells you what does and doesn't work, and includes suggestions on what to say in different situations and how to develop your "elevator pitch."

Primal Leadership: Realizing the Power of Emotional Intelligence by Daniel Goleman, Richard Boyatzis, and Annie McKee, Harvard Business School Press, 2002. This book translates the characteristics of EI from earlier research on children to what makes business leaders successful. This book is much more readable than Goleman's *Emotional Intelligence*, and it identifies and illustrates successful business situations that reflect high EI.

StrengthsFinder 2.0 by Tom Rath, Gallup Press, 2007. An upgraded edition of the original StrengthsFinder assessment developed by Donald O. Clifton and first popularized in *NOW, Discover Your Strengths*. This book also allows you to go online and take an updated version of the StrengthsFinder assessment. The report you receive includes more detailed information than the earlier version but the book lacks the detailed

descriptions about strengths that you will find in *NOW, Discover Your Strengths*. I prefer this book for the updated online assessment and *NOW, Discover Your Strengths* for the very enlightening discussion about strengths.

What Color is Your Parachute? by Richard Nelson Bolles, Ten Speed Press, Berkeley, CA. Updated version published annually. Dick Bolles is the father of career changing practical advice since 1970. He has updated *Parachute* annually to reflect feedback from readers. This book is for anyone considering a career change. It is the career search book I recommend for anyone starting their careers, in the early years of their careers, and for those with special needs. Dick Bolles' companion Web site is www.JobHuntersBible.com.

Your Best Year Yet by Jinny S. Ditzler, Warner Books, 1994. This book is a fun, proven, interactive workshop-in-a-book that offers a transformational, goal-oriented program based on 10 simple questions. The straightforward, life-changing practical steps will help you to make your next year – and every year – the best of your life.

Motivational

A Guide to Getting It: Self Esteem by Laura Davis, et al, Clarity of Vision Publishing, Portland, Oregon, 2002. Twelve Life and Business coaches who have contributed to this book offer their views about what self-esteem is, how it affects our lives, and what we can do with our awareness of its impact on ourselves, those people dear to us, and the world we touch. By helping you discover your true worth, this book shows you how to realize your full potential.

Awaken the Giant Within by Anthony Robbins, Fireside, 1993. This book identifies step-by-step strategies, inspirational anecdotes, and techniques for mastering your emotions, body, relationships and finances to achieve a fuller, more rewarding life.

Developing Self-Esteem – A Positive Guide for Positive Success by Connie D. Palladine, Crisp Publications, 1994. A practical, realistic, motivating book designed to increase feelings of self-esteem using techniques, ideas and exercises.

Ending the Struggle Against Yourself: A Workbook for Developing Deep Confidence and Self-Acceptance by Stan Taubman, J. P. Tarcher, 1999. This book takes you to the core of true self-esteem: deep confidence. This confidence is evident in those fortunate few who have fully accepted the realities of their existence and have learned to integrate both their limitations and their potential into their entire being. With exercises, activities

and personal stories, this powerful workbook will show you how to face self-doubt squarely and, by learning its lessons, make it work for you instead of against you.

Feel the Fear and Do it Anyway by Susan Jeffers, Fawcett Books, 1992. Dr. Susan Jeffers teaches you how to stop negative thinking patterns and re-educate your mind to think more positively. You will learn a 10-Step Positive Thinking Process.

Full Esteem Ahead. Keys to Strong Personal Values and Positive Self-Esteem by Rob Solomon, Rob Solomon, 1992. This book considers the roots of self-esteem and its importance and outlines a seven-point plan to develop and maintain positive self-esteem. Guidance concerning self-inventories, values development, goal setting and goal-directed behavior is offered. The author also addresses self-acceptance issues.

How to Enjoy Your Life and Your Job: Selections From How to Win Friends and Influence People and How to Stop Worrying and Start Living by Dale Carnegie, Pocket Books, 1986. This book will help you create a new approach to life and people and discover talents you never knew you had, showing you how to make other people feel important, avoid unnecessary tension, get people to say yes, turn routine tasks into stimulating opportunities, spot sure-fire ways to avoid making enemies, and how to smile in the face of criticism.

It's Only Too Late If You Don't Start Now by Barbara Sher, Dell Publishing, 1998. For those going through a midlife crisis, there is a way to reclaim your creativity, recapture long-lost dreams, and embark on an exciting new life. Regardless of your age, you will find inspiration and techniques that can have a significant impact on your outlook and approach to life.

Live the Life You Love, In Ten Easy Step-by-Step Lessons by Barbara Sher, Dell Publishing, 1996. With wisdom and warm reassurance, this step-by-step guide to personal and professional fulfillment teaches you the practical strategies you need to make your “impossible” dreams possible, reachable and real.

Success Through a Positive Mental Attitude by Napoleon Hill & W. Clement Stone, Simon & Schuster, 1992. Shows a step-by-step guide to developing a positive mental attitude that will help you to realize your dreams. Uses examples of other well-known and successful leaders.

The Inner Game of Golf by W. Timothy Gallwey, Random House, 1998. Gallwey's groundbreaking instructional continues to preach such “Inner Game” fundamentals as

trust, concentration, visualization, feel and relaxation and is full of what Gallwey calls “awareness exercises.”

The Inner Game of Tennis by W. Timothy Gallwey, Random House, 1997. Gallwey's revolutionary thinking, built on a foundation of Zen thinking and humanistic psychology, is a primer on how to get out of your own way to let your best game emerge.

The Power of Positive Living by Norman Vincent Peale, Ballantine Books, 1996. Filled with letters, anecdotes and examples drawn from the author's extensive counseling experience with men and women of all ages and walks of life, this powerful guide offers a profound yet easily applied message to every individual: You can conquer personal fears, triumph over adversity, and transform and enhance your daily life. You will find steps necessary for developing confidence and self-esteem.

The Power of Positive Thinking by Norman Vincent Peale, Ballantine Books, 1996. Dr. Peale offers the essence of his profound method for eliminating all the negative thoughts that prevent you from achieving happiness and success and mastering the problems of every-day living. You'll learn how to eliminate that most devastating handicap – self-doubt – plus how to free yourself from worry, stress and resentment, how to climb above problems to visualize solutions and then attain them, and simple exercises that you can do every day, throughout the day, to reinforce your new-found habit of happiness.

The Seven Habits of Highly Effective People: Powerful Lessons in Personal Change by Stephen R. Covey, Simon & Schuster (Fireside Book), New York, 1989 (Revised). In this perennial best-seller, Stephen Covey reveals a step-by-step pathway for living with fairness, integrity, honesty and human dignity.

The Six Pillars of Self-Esteem by Nathaniel Brandon, Bantam Books, 1995. This noted authority on self-esteem defines the importance of living consciously, self-acceptance, self-responsibility, self-assertiveness, living purposefully, and personal integrity. He also looks at self-esteem within the contexts of school, work, psychotherapy and culture and how to develop it within each.

The Success Principles by Jack Canfield, Collins, 2005. The co-creator of Chicken Soup for the Soul describes 64 principles that you can implement to overcome obstacles, limiting beliefs, and indecisions that can positively impact your life and relationships with those around you. He offers examples and stories from contributed authors and his own interviews with those who have become successful.

Think and Grow Rich by Napoleon Hill, Fawcett Books, 1990. Using Andrew Carnegie's techniques and formula for success, this classic book will help you to recognize, relate, assimilate and apply principles whereby you can achieve any goal. Napoleon Hill is widely acknowledged as coining the term "Master Mind" by gathering the power of the thinking of others to help you solve your issues.

Unlimited Power: The New Science of Personal Achievement by Anthony Robbins, Simon & Schuster (Fireside), 1997. This book will show you how to achieve the extraordinary quality of life you desire and deserve, and how to master your personal and professional life.

Transitions

Managing Transitions, Making the Most of Change by William Bridges, Perseus Books, Cambridge, Massachusetts, 1991. Directed at managers and employees, where change is necessary to revitalize and improve corporate performance, this book addresses the fact that it is people who have to carry out the change. It not only talks about what should be done, but also shows how to do it, giving managers practical ways to bring the people "on board."

Transitions – Making Sense of Life's Changes (Second Edition) by William Bridges, Da Capo Press, Cambridge, Massachusetts, 2004. If you are finding yourself facing unemployment or are currently unemployed and you feel pressure to find your next job as soon as possible, you should read this book. The author describes why you need to leave the past and see the transition period as a "The Neutral Zone" and a time to reassess what you really want your future to look like. The transition time is when a critical and necessary process needs to occur for you to find a new beginning that matches your future expectations. If you view transition time as "dead time" or just getting you from where you are to another job, like walking from one side of the street to the other, this book will help you understand why you need to see it as time you need to adequately prepare for the next chapter in your life.

Who Moved my Cheese? An Amazing Way to Deal with Change in Your Work and in Your Life by Spencer Johnson and Kenneth H. Blanchard, Putnam Publishing Group, 1998. A story using mice and cheese as the parable of something related to our livelihoods – our jobs, our career paths and the industries we work in – although it can stand for anything, from health to relationships. The point of the story is that we have to be alert to changes that affect our life and constantly be open, prepared and receptive to searching for new opportunities.