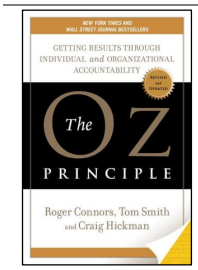
BRUCE's RECOMMENDED READING LIST

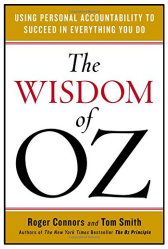
Suggested books worth reading for leadership, career, and life development

Accountability:



The Oz Principle - Getting Results Through Individual and Organizational Accountability
Roger Connors, Tom Smith, and Craig Hickman

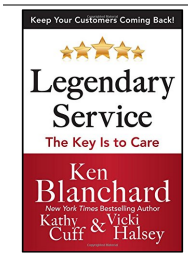
This book positions The Wizard of Oz as an extended framework for a variety of self-help techniques you can use to overcome a sense of victimization and to eliminate the culture of victimization from your organization. The book also explains how accepting greater accountability for results can get a person, a team or an organization back on the path to success. Like Dorothy, the tin man, the lion and the scarecrow, you, too, can journey down the Yellow Brick Road to a magic kingdom where you can achieve extraordinary results.



The Wisdom of Oz - Using Personal Accountability to Succeed in Everything You Do
Roger Connors and Tom Smith

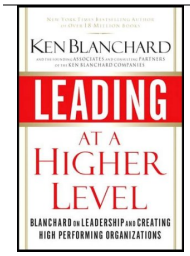
Connors and Smith present the practical and powerful principles of personal accountability in simple, down-to-earth terms that you can apply in your homes, schools, communities, churches, and volunteer groups. The book will help you strengthen family relationships, improve friendships, motivate children, increase value on the job, improve health and financial well-being, or achieve whatever it is you most desire.

Blanchard, Ken:



Legendary Service: The Key Is to Care
Ken Blanchard, Kathy Cuff and Vicki Halsey

This book details how customer service can be easy and inexpensive to deliver when your managers and employees understand what to do. The authors illustrate each element of their "ICARE model" with a running parable of an employee learning about great customer service. This direct, if basic, manual is a genuine asset for your employees and customers – to managers and staff members who want to learn about "legendary customer service," advance their careers and help their company prosper.

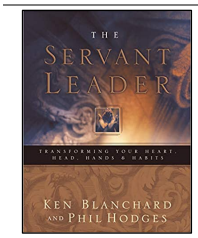


Leading at a Higher Level
Ken Blanchard

Ken Blanchard offers insightful coaching exercises that give leaders new ways to proceed. Using straightforward language, Blanchard provides templates, examples and guidelines for employee education, performance reviews and promotions. This leadership overview is great for managers, board members, team leaders and every employee in a cubicle who aspires to reach higher levels.

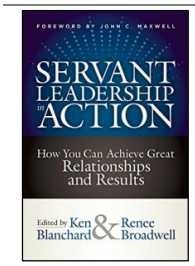
BRUCE's RECOMMENDED READING LIST

Suggested books worth reading for leadership, career, and life development



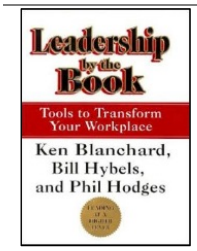
The Servant Leader: Transforming Your Heart, Head, Hands, & Habits
Ken Blanchard and Phil Hodges

In 1982, Ken Blanchard, co-author of The One-Minute Manager, had a spiritual awakening and embraced Christianity, which he reports immeasurably improved his life. He and co-author Phil Hodges share their spiritual journey through teaching readers about servant leadership. They combine business, self-help and inspirational themes as they explain their approach. Blanchard and Hodge's discussion of applying faith to the work world speaks extensively of Christianity and its beliefs.



Servant Leadership in Action: How You Can Achieve Great Relationships and Results
Ken Blanchard and Renee Broadwell

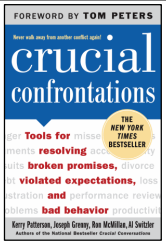
In their enlightening book, editors Ken Blanchard and Renee Broadwell showcase insightful and inspirational essays on servant leadership, often with a strong Christian perspective. If you find spiritual approaches to management issues helpful and interesting – and especially if you share the authors' faith – you'll find this leadership manual uplifting and useful.



Leadership by the Book
Ken Blanchard, Bill Hybels, and Phil Hodges

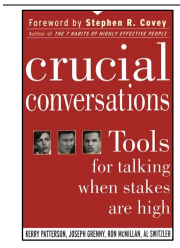
Leadership by the Book tells the story of a professor and a minister who school a young professional in management skills and ethics. Citing Jesus as a source for practical lessons in effective leadership, the authors explore the concept of "servant leadership" and offer simple strategies for bringing vision and values to any organization.

Conflict Management:



Crucial Confrontations - Tools for Resolving Broken Promises, Violated Expectations, and Bad Behavior
Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler

The authors outline a method for approaching confrontations when the stakes are particularly high; those are the crucial confrontations. Boiled down to its essentials, the methodology consists of focusing on facts, remaining calm, listening to the other person with respect and working to motivate the other person and to enable a change in behavior. The book offers so much sound advice that any manager, parent or spouse could find something useful.

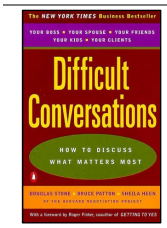


Crucial Conversations - Tools for Talking When Stakes Are High
Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler

The authors describe various techniques for effective negotiation and conflict resolution in the context of important, potentially life changing conversations. Examples include talking yourself into a promotion, bringing up important information at meetings and working out problems with your spouse.

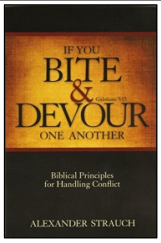
BRUCE's RECOMMENDED READING LIST

Suggested books worth reading for leadership, career, and life development



Difficult Conversations: How to Discuss What Matters Most
Douglas Stone, Bruce Patton and Sheila Heen

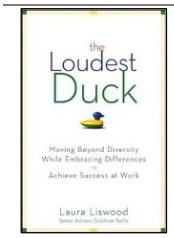
You will face difficult conversations throughout your life, but now you can learn how to cope with them. This book provides a framework and various strategies for achieving better outcomes from hard exchanges. You can use these principles in business, but the stories also concern relationships in your everyday life.



If You Bite and Devour One Another: Biblical Principles for Handling Conflict
Alexander Strauch

Conflict in churches is a pervasive problem we know all too well. *If You Bite and Devour One Another* is the only book of its kind, examining all the biblical passages on conflict and outlining key scriptural principles for handling various kinds of conflicts among Christians--whether personal disputes, issues of Christians liberty in life-styles, congregational matters, or disagreements about important doctrines, The book emphasizes Spirit-controlled attitudes and behaviors through solid Bible exposition and true-to-life stories of Christians handling real-life conflicts in a Christ-honoring way.

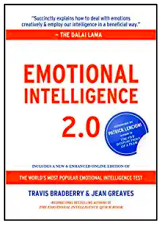
Diversity:



The Loudest Duck: Moving Beyond Diversity While Embracing Differences to Achieve Success at Work
Laura Liswood

Written in an accessible style, this book is a business fable that offers an alternate view of a multicultural workplace through the use of practical stories and cultural anecdotes. You'll learn that by understanding others' viewpoints, you can understand how better to work with them.

Emotional Intelligence:

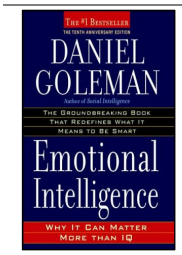


Emotional Intelligence 2.0
Travis Bradberry & Jean Greaves

By now, emotional intelligence (EQ) needs little introduction—it's no secret that EQ is critical to your success. But knowing what EQ is and knowing how to use it to improve your life are two very different things. Emotional Intelligence 2.0 delivers a step-by-step program for increasing your EQ via four, core EQ skills that enable you to achieve your fullest potential: 1) Self-Awareness; 2) Self-Management; 3) Social Awareness; 4) Relationship Management.

BRUCE's RECOMMENDED READING LIST

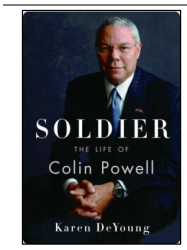
Suggested books worth reading for leadership, career, and life development



Emotional Intelligence: Why It Can Matter More Than IQ
Daniel Goleman

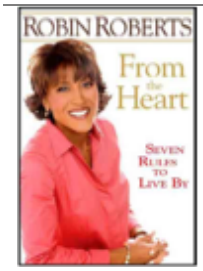
In this seminal work, Daniel Goleman introduced millions of readers to the concept of emotional intelligence - the amalgamation of psychological skills and traits that he claims is crucial for life success. Skills like self-awareness and self-motivation are instilled (or destroyed) in childhood, but Goleman claims that adults still can learn and apply them. You will learn: 1) How to define "emotional intelligence;" 2) How developing your emotional intelligence contributes to your success in life; and 3) How managers can use emotional intelligence to improve group performance.

Inspirational:



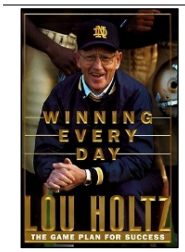
Soldier: The Life of Colin Powell
Karen DeYoung

DeYoung's exhaustive biography of the former secretary of state reveals a man who prioritized loyalty and military values. The respect shown Powell over the years is a reflection of his deep-rooted strength of conviction, subdued yet commanding personality, and sense of decency. This is a fascinating and riveting look at an American hero who played the game as best as he could – even though the other guys made the rules.



From the Heart
Robin Roberts

Good Morning America co-host Robin Roberts presents her life story as a sort of Pilgrim's Progress, as she learns important lessons in each stage that prepare her for her next advance. She discusses her upbringing as a member of a tightly knit African-American family in Mississippi of the 1960s, and how her athletic talent, brains and common sense helped her transcend the racism of her small community. She frankly reveals her enormous drive to make a name for herself in national sports broadcasting.

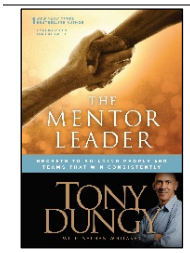


Winning Every Day: The Game Plan for Success
Lou Holtz

Meet Lou Holtz, the motivational miracle worker who revitalized the Notre Dame football program by leading the legendary Fighting Irish to nine bowl games and a national championship. In Winning Every Day, you'll discover ten strategies that will drive you to the top of your professional and personal life. Winning Every Day demonstrates how you can elevate your performance while raising the standards of everyone around you.

BRUCE's RECOMMENDED READING LIST

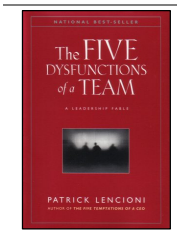
Suggested books worth reading for leadership, career, and life development



The Mentor Leader: Secrets to Building People and Teams That Win Consistently
Tony Dungy

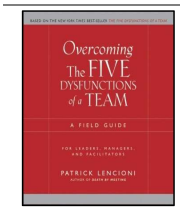
Coach Dungy reveals what propelled him to the top of his profession and shows how you can apply the same approach to virtually any area of your life. In the process, you'll learn the seven keys of mentoring leadership—and why they're so effective; why mentor leadership brings out the best in people; how a mentor leader recovers from mistakes and handles team discipline; and the secret to getting people to follow you and do their best for you without intimidation tactics.

Lencioni, Patrick:



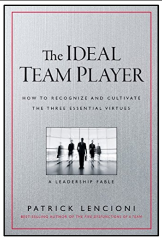
The Five Dysfunctions of a Team: A Leadership Fable
Patrick Lencioni

In this book you will learn fundamental principles about teamwork; how to apply them to managing teams; and how to avoid the five mistakes that undermine teams.



Overcoming the Five Dysfunctions of a Team
Patrick Lencioni

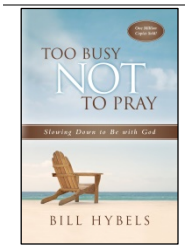
If you found the first book useful, you'll want this one. Lencioni recaps his concepts clearly here, including developing trust among team members and keeping teams focused on their goals. In this book, you will learn how to diagnose the five main dysfunctions of a team; how you can address these dysfunctions; and how to build healthy teams in the process.



The Ideal Tem Player: How to Recognize and Cultivate The Three Essential Virtues
Patrick Lencioni

Best-selling business author Patrick Lencioni's handy guide, which explains the top three traits of superior team players, comes cloaked in a story that also tells you how to hire the right people and how to help them become better team players. This informative business fable flows easily and ends with strong instructions and guidelines. It's great reading for executives who recruit, manage and rely on superior teams.

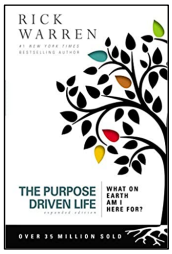
Life Balance:



Too Busy Not To Pray
Bill Hybels

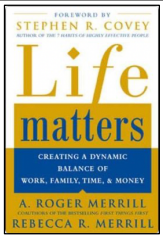
For over two decades Too Busy Not to Pray has stood as a classic on prayer, helping Christians all over the world slow down to draw near to God. Bill Hybels once again offers us his practical, time-tested ideas on slowing down to pray. Revised throughout and including a new introduction and new chapter on prayer and compassion for the

world, this twentieth-anniversary edition of Too Busy Not to Pray calls both young and old to make prayer a priority, and broadens our vision for what our eternal, powerful God does when his people slow down to pray.



The Purpose Driven Life: What on Earth Am I Here For?
Rick Warren

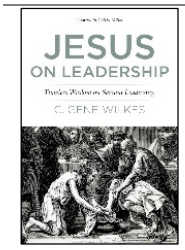
As one of the bestselling nonfiction books in history, with more than 35 million copies sold, The Purpose Driven Life is far more than just a book; it's the road map for your spiritual journey. A journey that will transform your life. Designed to be read in 42 days, each chapter provides a daily meditation and practical steps to help you discover and live out your purpose.



Life Matters: Creating a Dynamic Balance of Work, Family, Time & Money
A. Roger Merrill and Rebecca R. Merrill

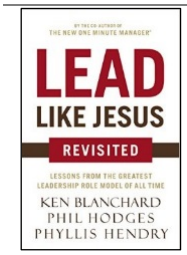
Prioritizing the building blocks of life - family, work, money and time - is paramount to happiness. Some people do it unconsciously by living within their intellectual and monetary expectations. Others need a framework for balance, such as the one that authors A. Roger Merrill and Rebecca R. Merrill provide. To achieve personal balance, the authors suggest becoming a better team player, working more effectively, learning about finances and setting home and work priorities. They establish the goal of building a strong family, centered around parental "family leadership."

Leadership (Christian):



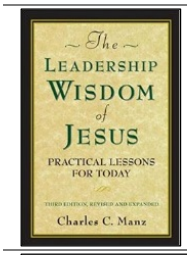
Jesus on Leadership: Timeless Wisdom on Servant Leadership
C. Gene Wilkes

Discover the essence of transformative leadership by studying how Jesus led. Gene Wilkes, a popular conference speaker, describes how Jesus led. He identifies seven practical principles for today's leaders, to assist them with everything from humbling their hearts to building a team for Christ.



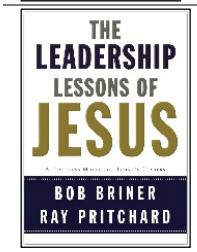
Lead Like Jesus: Lessons from the Greatest Leadership Role Model of All Time
Ken Blanchard, Phil Hodges and Phyllis Hendry

With simple yet profound principles from the life of Jesus and dozens of stories and leadership examples from his life experiences, veteran author, speaker and leadership expert Ken Blanchard guides readers through the process of discovering how to lead like Jesus. He describes it as the process of aligning two internal domains-the heart and the head-and two external domains-the hands and the habits. These four dimensions of leadership form the outline for this very practical and transformational book.



The Leadership Wisdom of Jesus: Practical Lessons for Today
Charles C. Manz

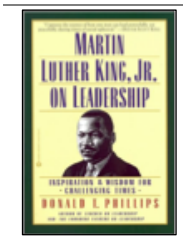
Approaching the New Testament with an open mind to see what insights it reveals for today's business world, this book will challenge you to evaluate your own leadership style and to consider time-tested spiritual wisdom that can make you more effective.



The Leadership Lessons of Jesus
Bob Briner and Ray Pritchard

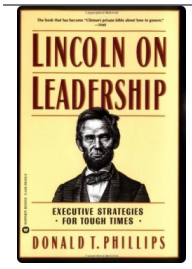
Includes more than seventy unique easy-length readings that explore and adapt the individual techniques that made Christ's leadership so powerful. Going through the gospel of Mark, the authors highlight succinct examples of guidance methods that can influence your work, church, or family and change your life.

Leadership (Other):



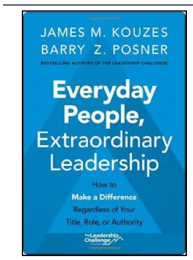
Martin Luther King, Jr. on Leadership: Inspiration and Wisdom for Challenging Times
Donald T. Phillips

In an overview of the history of the civil rights struggle, Donald T. Phillips presents the ideals of leadership that Martin Luther King Jr. followed. Phillips describes the techniques King used at various stages of the civil rights battle. He also shares King's comments on leadership. The book is especially interesting when it demonstrates how King put these principles into practice. This book is applicable for all managers and executives, particularly those who like to learn the lessons of history.



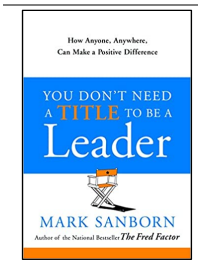
Lincoln on Leadership: Executive Strategies for Tough Times
Donald T. Philips

The book is divided into key lessons, each representing an aspect of President Abraham Lincoln's leadership style, as revealed through his words and actions. A beautifully written intimate history, the book shows Lincoln in action. The discussion reveals clearly how any leader can apply Lincoln's timeless principles about communication, character, endeavor, and people.



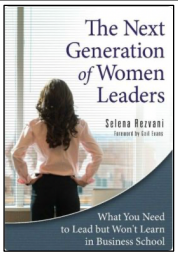
Everyday People, Extraordinary Leadership
James M. Kouzes and Barry Z. Posner

A book about leadership for people who are not in formal or hierarchical leadership positions, *Everyday People, Extraordinary Leadership* provides readers with a comprehensive and practical approach to addressing leadership challenges, no matter the setting or circumstance. This book is perfectly applicable and accessible for anyone who wants to improve their own leadership potential and who isn't yet in an official leadership role.



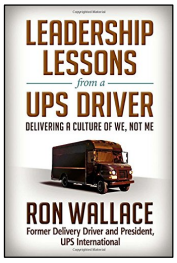
You Don't Need a Title to Be a Leader: How Anyone, Anywhere, Can Make a Positive Difference
Mark Sanborn

This book shows how each of us can be a leader in our daily lives and make a positive difference, whatever our title or position. Through the stories of a number of unsung heroes, Sanborn reveals the keys each one of us can use to improve our organizations and enhance our careers. Genuine leadership – leadership with a "little l", as he puts it, is not conferred by a title, or limited to the executive suite. Rather, it's shown through our everyday actions and the way we influence the lives of those around us.



The Next Generation of Women Leaders: What You Need to Lead but Won't Learn in Business School
Selena Rezvani

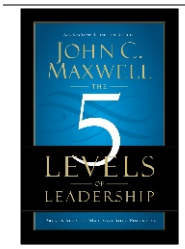
Rezvani targets her advice to Generations X and Y women, who are now entering the marketplace and can most benefit from the experiences of those who have gone before them. She explores networking, negotiating, managing office politics and "integrating" (rather than balancing) your work and your life. This thoroughly researched text is a must read, not only for women launching their careers, but also for anyone, male or female, with leadership aspirations.



Leadership Lessons from a UPS Driver: Delivering a Culture of We, Not Me
Ron Wallace

Ron Wallace was six years old when his father abandoned him and his mother had to fend for themselves in Lewiston, Idaho. Hard work, drive and chance brought him to United Parcel Service (UPS) as a package car driver. He felt an immediate sense of belonging. Now retired, Wallace advanced from truck driver to president of UPS International, becoming a leader who eventually directed 60,000 people. Wallace fills his memoir with great stories and stellar leadership advice.

Maxwell, John:

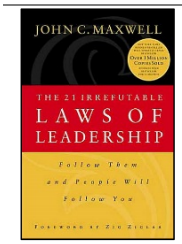


The 5 Levels of Leadership: Proven Steps to Maximize Your Potential
John C. Maxwell

Bestselling author John C. Maxwell explains how true leadership works and makes it accessible to everyone. Leadership does not come from your title. In fact, being named to a position is only the first and lowest of the five levels every effective leader achieves. To become more than a boss that people are required to follow, you must master the ability to inspire and build a team that produces not only results, but also future leaders.

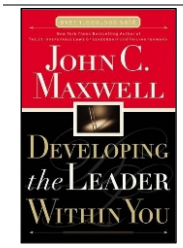
BRUCE's RECOMMENDED READING LIST

Suggested books worth reading for leadership, career, and life development



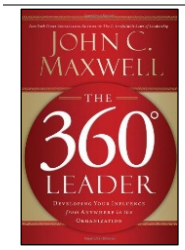
The 21 Irrefutable Laws of Leadership: Follow Them and People Will Follow You
John C. Maxwell

One of the best-selling leadership books of all time. Combining insights learned from his 40-plus years of leadership successes and mistakes, author John C. Maxwell reveals a powerful, definitive statement of the timeless laws you simply must follow if you want to be a great leader.



Developing The Leader Within You
John C. Maxwell

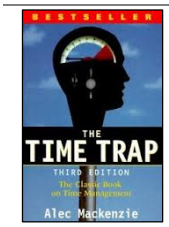
This book is Dr. Maxwell's first and most enduring leadership book, having sold more than one million copies. You will discover the biblical foundation for leadership that John Maxwell has used as a pastor and business leader for more than forty years. These same principles and practices are available for everyday leaders in every walk of life. Showing readers how to develop the vision, value, influence, and motivation required of successful leaders, this book examines the five characteristics that set "leader managers" apart from "run-of-the-mill managers."



The 360 Degree Leader: Developing Your Influence from Anywhere in the Organization
John C. Maxwell

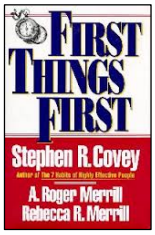
People who desire to lead from the middle of organizations face unique challenges. And they are often held back by myths that prevent them from developing their influence. Debunking myths and shedding light on the challenges, this book offers specific principles for Leading Down, Leading Up, and Leading Across to help you expand your influence and ultimately be a more valuable team member.

Time Management:



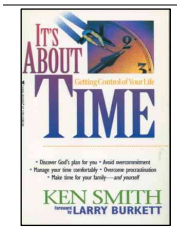
The Time Trap: The Classic Book on Time Management
Alec MacKenzie

Author Alec MacKenzie has updated the mother of all time-management books, which first hit the shelves in 1972. The Time Trap still stands as one of the most effective guides to getting it together. He tells you, in plain English, how to record how you spend your time, how to identify time-wasting activities, and how to change your behavior to make yourself more productive and efficient. Highly recommended for any stressed-out professional or student.



First Things First: To Live, to Love, to Learn, to Leave a Legacy
Stephen R. Covey, A. Roger Merrill and Rebecca R. Merrill

Most time-management schemes fail because they don't address basic principles. But this is a rich, moving and powerful book for anyone who is open to its message. The authors have identified a clear path to a way of life that enriches the person, the people around, and the world at large. Readers will learn how to prioritize your tasks and goals; why weekly planning is smarter than daily planning; and how the pride of competitiveness is the enemy of peace.



It's About Time: Finding Freedom from Anxiety
Ken Smith

Managing our time is often difficult, but the Lord holds us accountable for the way we use it. Ken Smith has written a resourceful and practical tool to assist readers in effectively managing their time and resources.