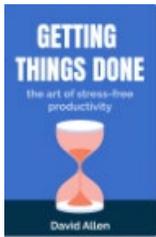


## Your Next Professional Development Read May Be a Book Summary!

### **Getting Things Done: The Art of Stress-Free Productivity | David Allen**



In this book summary of Getting Things Done, David Allen introduces his famous system for stress-free productivity. With this system, you can face an overwhelming amount of things to do, but still be productive, creative and relaxed as you tackle them. Why you should care: Learn to do more and stress less. This book summary is text only and does not contain audio

Category: *Stress Management*

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### **Clutch: Why Some People Excel Under Pressure and Others Don't | Paul Sullivan**



Do you choke under pressure, or are you "clutch"? In this executive book summary of Paul Sullivan's book Clutch, you will learn how to successfully perform under extraordinary pressure.

Category: *Stress Management*

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### **Little Book of Talent: 52 Tips for Improving Your Skills | Daniel Coyle**



This book summary of The Little Book of Talent shares tried and tested methods of developing skills from top performers and talent hotbeds around the world. From sports players to musicians, anyone can easily apply these strategies and reach their full potential.

Category: *Self-Improvement*

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### **Executive Presence: The Missing Link Between Merit and Success | Sylvia Ann Hewlett**

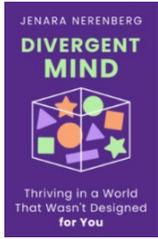


This book summary of Executive Presence reveals the essential components of a true leader. From attitude to communication to appearance, today's most influential leaders share practical tips and examples to guide you in creating a powerful, convincing presence everyday.

Category: *Leadership*

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## Divergent Mind | Jenara Nerenberg

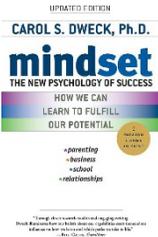


This book summary of *Divergent Mind* (2020) covers this groundbreaking look at neurodiversity in women and girls, with a particular focus on the impacts of late diagnosis and the overall lack of clinical research.

Category: *Neurodiversity*

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## Mindset: The New Psychology of Success | Carol Dweck



This book summary of *Mindset* discusses the differences between people with a fixed mindset versus those with a growth mindset. Our mindset determines the way we deal with tough situations and setbacks as well as our willingness to deal with and improve ourselves. This book demonstrates how we can achieve our goals by changing our mindset.

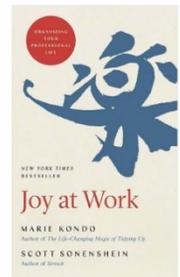
Category: *Taking Initiative*

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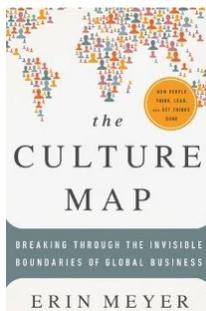
## Joy at Work: Organizing Your Professional Life | Marie Kondo and Scott Sonenshein

This book summary of *Joy at Work* takes the popular and life changing KonMari Method of dying up your home and applies it to your workplace. This new approach is aimed at cleaning up and organizing not just your desk and bookshelves, but also your computer storage and email inbox. As always, using the KonMari Method will also bring you closer to finding joy and rediscovering what's really important in your life.

Category: *Planning & Prioritizing*



## Culture Map: Breaking Through the Invisible Boundaries of Global Business | Erin Meyer



This book summary of *The Culture Map* provides a framework for handling intercultural differences in business and illustrates how different cultures perceive the world. It helps us understand these differences, and in doing so improves our ability to react to certain behaviors that might have once seemed strange. With this knowledge, we can avoid misunderstandings and maintain conflict-free communication, regardless of where we are in the world.

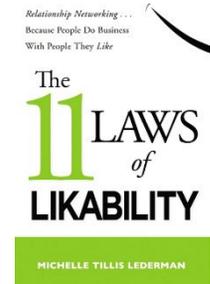
Category: *Navigating Organizational Culture*

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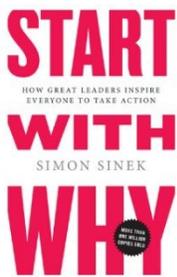
## 11 Laws of Likability: Relationship Networking ...Because People Do Business with People They Like | Michelle Tillis Lederman

This book summary of The 11 Laws of Likability is a guide to networking built on one simple fact: people do business with people they like. These blinks will explain how to discover your most likable characteristics, start conversations and keep them going, and make a lasting positive impression on people.

Category: *Building Relationships*



## Start with Why: How Great Leaders Inspire Everyone to Take Action | Simon Sinek



In this book summary, Start With Why tackles a fundamental question: What makes some organizations and people more innovative, influential, and profitable than others? Based on best-selling author Simon Sinek's hugely influential lecture of the same name, the third mostwatched TED talk of all time, these blinks unpack the answer to that conundrum. As Sinek's examples from the business world, politics, and technology show, it's all about asking "Why?" rather than "What?"

Category: *Influencing Others*

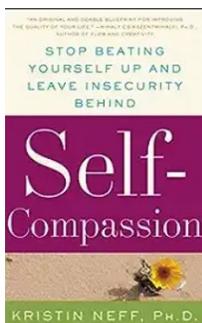
## Agile Leader: How to Create an Agile Business in the Digital Age | Simon Hayward

The Agile Leader (2018) explores how leaders can steer traditional organizations in the fast-paced digital world. These blinks show that agile working can help corporate teams to compete with start-ups, and to keep up with ever-changing customer expectations.

Category: *Being Adaptable & Flexible*



## Self-Compassion: The Proven Power of Being Kind to Yourself | Kristin Neff

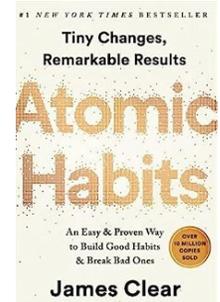


This book summary of Self-Compassion is an urgent call for us to be more kind to ourselves. Based on empirical psychological research, it looks at the causes and effects of the vicious self-criticism and feelings of inadequacy that plague many of our minds. It then shows us a healthier, more compassionate way to relate to ourselves.

Category: *Developing Self-Awareness*

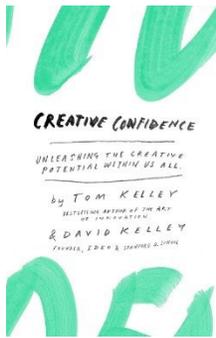
## Atomic Habits: An Easy and Proven Way to Build Good Habits and Break Bad Ones | James Clear

This book summary of Atomic Habits provides a practical and proven framework for creating good habits and shedding bad ones. Drawing on scientific research and real-life examples, it shows how tiny changes in behavior can result in the formation of new habits and help you achieve big things.



Category: *Setting & Achieving Goals*

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## Creative Confidence: Unleashing the Creative Potential Within Us All | Tom and David Kelley

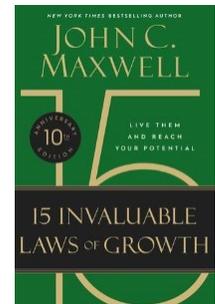
This book summary of Creative Confidence shows us the amazing value and impact that creativity has in our everyday lives. In fact, being able to think creatively can increase your happiness and success in both your professional and personal spheres. Luckily, artists and musicians don't have a monopoly on creativity. With the right techniques and mind-set, anyone can think creatively.

Category: *Thinking Creatively*

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## 15 Invaluable Laws of Growth: Live Them and Reach Your Potential | John C. Maxwell

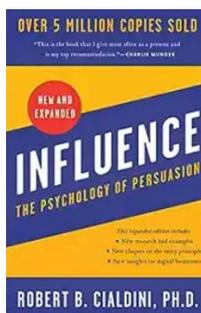
In this book summary of The 15 Invaluable Laws of Growth leadership guru John C. Maxwell shares his secrets to self-development. He reveals that personal growth needs to be actively cultivated; it doesn't just happen by itself. By discovering your key values, working out a strategy, and taking small actions every day, you can accelerate your personal growth - and live a life full of joy, adventure, and satisfaction.



Category: *Thinking Strategically*

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## Influence: The Psychology of Persuasion | Robert B. Cialdini



This book summary of Influence explains in detail the fundamental principles of persuasion. How do you get people to say yes? How do other people get you to say yes? How are you manipulated by sleek salesmen, clever marketing folks and sneaky confidence tricksters? These blinks will help you understand the psychology behind their techniques, enabling you to unleash your own persuasive powers, while also defending against their tactics of manipulation.

Category: *Influencing Others*

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## Ready Aim Fire!: A Practical Guide to Setting and Achieving Goals | Erik Fisher and Jim Woods

This book summary of Ready Aim Fire! is a step-by-step guide to setting and achieving personal and professional goals. If you want to accomplish more in life but aren't sure where to begin, it provides an accessible starting point for learning the art of turning dreams into realities.

Category: *Setting & Achieving Goals*

