

The 5 Choices Path To Extraordinary Productivity Kory Kogon

No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects—you're an unofficial project manager. FranklinCovey experts Kory Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process: Initiate Plan Execute Monitor/Control Close Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable "Project Management Proverbs," and quick reviews at the end of each chapter. If you're struggling to keep your projects organized, this book is for you. If you manage projects without the benefit of a team, this book is also for you. Change the way you think about project management—"project manager" may not be your official title or necessarily your dream job, but with the right strategies, you can excel.

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and peace. The 5 choices are simple but require a radical shift in mindset and will lead to increased personal and professional success.

This book is about making practical choices to cope and flourish in a rich life as a highly sensitive person with Aspergers Syndrome

A lifesaver for those drowning in the demands of leadership Leadership Hacks is the business leader's guide to getting things done. Over the years, the leader's role has expanded to encompass more duties, more responsibility and more accountability — yet we're still stuck with the same 24 hours in every day. The evolving business environment leaves many of us struggling to achieve against constantly shifting priorities, competitors and deadlines, and we are forever expected to do more with less. Is it even possible to make a real impact? Yes! This book shows you how to sort through the madness and get back to getting results. Identify your major speed bumps, and let the action-focused discussion gives you practical workarounds that will streamline your day and help you make things happen. Covering hacks at personal, one-on-one, and team levels, this book is packed with tips, tricks and advice that will help you eliminate the distractions and harness technology; communicate effectively, delegate clearly and coach confidently; and make meetings and missions that matter for your team. You'll achieve greater results, open the

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From the bestselling authors of The Leadership Challenge and over a dozen award winning leadership books, James M. Kouzes and Barry Z. Posner have written a new book that examines a fundamental question: How do people learn leadership? How do they learn to become leaders? Learning Leadership: The Five Fundamentals of Becoming an Exemplary Leader (ISBN: 978-1-119-14428-1; Wiley; May 2016) is a comprehensive guide to unleashing the inner-leader in us all and to building a solid foundation for a lifetime of leadership growth and mastery. The book offers a concrete framework to help individuals of all levels, functions, and backgrounds take charge of their own leadership development and become the best leaders they can be. Arguing that all individuals are born with the capacity to lead, Kouzes and Posner provide readers

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with a practical series of actions and specific coaching tips for harnessing that capacity and creating a context in which they can excel., Supported by over 30 years of research, from over seventy countries, and with examples from real-world leaders, Learning Leadership is a clarion call to unleash the leadership potential that is already present in today's society. According to Kouzes and Posner, "Leadership makes a significant difference in levels of engagement and commitment and is perhaps the most important asset in every organization, yet recent research points to a shortage of leaders. It is a serious global concern. The world needs more exemplary leaders in order to promote high-performing workplaces and inspire feelings of greater self-worth and meaningfulness. The shortage, however, is not because of the lack of potential talent. The people are out there, the eagerness is out there, and the capability is out there. The shortage results from prevailing myths—myths about talent, strengths, position, self-reliance, and effort—that inhibit the vast majority of leaders from shining and organizations from realizing the full benefits of the talent they already have." Learning Leadership provides readers with evidence-based strategies to ignite the habit of continuous improvement and the mindset of becoming the best leaders they can be. Emerging leaders, as well as leadership developers, internal and external coaches and trainers, and other human resource professionals will learn from first-hand stories and practical examples so that they can deeply understand and apply the fundamental for becoming the best leaders they can be. Learning Leadership: The Five

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Fundamentals of Becoming an Exemplary Leader is divided into digestible bite-sized chapters that encourage daily actions to becoming a better leader. Key takeaways from the book include: Believe in Yourself. Believing in oneself is the essential first step in developing leadership competencies. The best leaders are learners, and they can't achieve mastery until and unless they truly decide that inside them there is a person who can make and difference and learn to be a better leader than they are right now. Aspire to Excel. To become an exemplary leader, people have to determine what they care most about and why they want to lead. Leaders with values-based motivations are the most likely to excel. They also must have a clear image of the kind of leader they want to be in the future—and the legacy they want to leave for others. Challenge Yourself. Challenging oneself is critical to learning leadership. Leaders have to seek new experiences and test themselves. There will be inevitable setbacks and failures along the way that require curiosity, grit, courage, and resilience in order to persist in learning and becoming the best. Engage Support. One can't lead alone, and one can't learn alone. It is essential to get support and coaching on the path to achieving excellence. Whether it's family, managers at work, or professional coaches, leaders need the advice, feedback, care, and support of others. Practice Deliberately. No one gets better at anything without continuous practice. Exemplary leaders spend more time practicing than ordinary leaders. Simply being in the role of a leader is insufficient. To achieve mastery, leaders must set improvement goals, participate in designed

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learning experiences, ask for feedback, and get coaching. They also put in the time every day and make learning leadership a daily habit. Kouzes and Posner offer unrivaled insights into what it means to become an exemplary leader in today's world with their original research and over 30 years of experience studying the practices of extraordinary leadership. They show that anyone can become a better leader if they believe in themselves, aspire to excel, challenge themselves, to grow, engage the support of others, and practice deliberately. Learning Leadership challenges readers to do the meaningful and disciplined work necessary to becoming the best they can, using a new mindset and toolkit that can make extraordinary things happen. It's not the once-in-a-while transformational acts that demonstrate leadership. It's the little things that one does day in and day out that pave the path to greatness. ??????????, ?????????????????, ?????????????????????.

The 5 Choices The Path to Extraordinary Productivity Simon and Schuster

Traditional Chinese edition of Leaders Eat Last: Why Some Teams Pull Together and Others Don't by Simon Sinek. Sinek is the author of "Start with Why: How Great Leaders Inspire Everyone to Take Action," and a popular TED talk speaker. In Traditional Chinese. Annotation copyright Tsai Fong Books, Inc. Distributed by Tsai Fong Books, Inc.

Acknowledgments -- Introduction -- The procrastination economy and the mobile day part -- The workplace: snacks and flows -- The commute: smart cars? and

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*****A WALL STREET JOURNAL BESTSELLER*****

From the organizational experts at FranklinCovey, an essential guide to becoming the great manager every team deserves. A practical must-read, FranklinCovey's Everyone Deserves a Great Manager is the essential guide for the millions of people all over the world making the challenging and rewarding leap to manager. Based on nearly a decade of research on what makes managers successful—and includes new ways of thinking, tips and techniques—this volume has been field-tested with hundreds of thousands of managers all over the world. Organized under four main roles every manager is expected to fill, Everyone Deserves a Great Manager focuses on how to lead yourself,

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people, teams, and change. Readers can start anywhere and go everywhere with this guide—depending on their current problem or time constraint. They can pick up a helpful tip in ten minutes or glean an entire skillset with deeper reading. The goal is for the busy manager to know what to do and how to do it without interrupting their regular workflow. Each role highlights the current, authentic problems managers face and briefly explores the limiting mindsets or common mistakes that led to those problems. With skill-based chapters that cover managerial skills like one-on-ones, giving feedback, delegating, hiring, building team culture, and leading remote teams, the book also includes more than thirty unique tools, such as a prep worksheets and a list of behavioral questions for your next interview. An approachable, engaging style using real-world stories, *Everyone Deserves a Great Manager* provides the blueprint for becoming the great manager every team deserves.

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Traditional Chinese edition of *The Happiness Project: Or, Why I Spent a Year Trying to Sing in the Morning, Clean My Closets, Fight Right, Read Aristotle, and Generally Have More Fun*. In Traditional Chinese. Annotation copyright Tsai

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They don't teach these principles in business school. These lessons can only come from the entrepreneurial book of life.” —Kevin Cope, author of the #1 Wall Street Journal bestseller Seeing the Big Picture What is the “entrepreneur’s paradox”? Curtis Morley explains that the exact qualities that aid an individual in founding a startup company—brilliance and expertise—are what prevent them from realizing expected success. What starts

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as freedom and financial independence turns into grueling hours, stress, bills, and ultimately failure. This is the paradox that is entrepreneurship. Morley is here to show startup businesspersons how to achieve the golden rule of successful entrepreneurs—5x results. That’s achieving five dollars in revenue for every dollar spent on marketing, advertising, sales, and any other growth expenses—a goal he himself has achieved and exceeded. By coaching clients on the sixteen pitfalls faced by all startups, he has promoted entrepreneurship development in multiple industries, sharpened skills, and revealed the keys to superior, next-level growth. This guidebook contains all you need to conquer the entrepreneur’s paradox and put yourself on a defined pathway to business success, while avoiding pitfalls like:

- Climbing without a map
- Building not selling
- Losing sight of culture

“Shows prospective business men and women how to reach their goals while creating a launchpad for a business.” —Daily Herald “The playbook for startup success.” —Sean Covey, president of FranklinCovey and coauthor of the #1 Wall Street Journal bestseller *The 4 Disciplines of Execution*

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classic presents a principle-centered approach for solving both personal and professional problems. With penetrating insights and practical anecdotes, Stephen R. Covey reveals a step-by-step pathway for living with fairness, integrity, honesty, 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. A guide to help you obtain less of what don't want, and more of what you do, and "cut through the clutter, achieve better results in less time, build momentum toward your goal, dial down the stress, overcome that overwhelmed feeling, stay on track, [and] master what matters to you.

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