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Value Stream Mapping: How to Visualize Work and Align Leadership for Organizational Transformation

Turf wars, low morale, bad politics, and misguided strategies: these are issues that claim much of a leader's time. But this parade of dysfunctions and messy "people" problems actually points to an organization confused about its core business, torn between competing ideas about what it is and wants to be—an organization facing an identity crisis. Strategy and leadership expert Chatham Sullivan argues that when the purpose of a business becomes confused, it is the leaders' responsibility to restore clarity, especially in the face of tough strategic choices that have political, personal, and cultural consequences for the organization. Sullivan shows leaders how to take the decisive stand that clarifies their organization's core purpose. Featuring compelling stories of leaders who have succumbed to and successfully resolved their organizations' identity crises, *The Clarity Principle* bridges the gap between leadership and strategy and demonstrates the tremendous gains to be achieved by leaders willing to make tough choices.

The Intelligent Leader

Having a clear, compelling vision--and getting buy-in from your team--is essential to effective leadership. If you don't know

where you're going, how on earth will you get there? But how do you craft that vision? How do you get others on board? And how do you put that vision into practice at every level of your organization? In *The Vision Driven Leader*, New York Times bestselling author Michael Hyatt offers six tools for crafting an irresistible vision for your business, rallying your team around the vision, and distilling it into actionable plans that drive results. Based on Michael's 40 years of experience as an entrepreneur and executive, backed by insights from organizational science and psychology, and illustrated by case studies and stories from multiple industries, *The Vision Driven Leader* takes you step-by-step from why to what and then how. Your business will never be the same.

Everyone Deserves a Great Manager

There is a competitive advantage out there, arguably more powerful than any other. Is it superior strategy? Faster innovation? Smarter employees? No, New York Times best-selling author, Patrick Lencioni, argues that the seminal difference between successful companies and mediocre ones has little to do with what they know and how smart they are and more to do with how healthy they are. In this book, Lencioni brings together his vast experience and many of the themes cultivated in his other best-selling books and delivers a first: a cohesive and comprehensive exploration of the unique advantage organizational health provides. Simply put, an organization is healthy when it is whole, consistent and complete, when its management, operations and culture are unified. Healthy organizations outperform their counterparts, are free of politics and confusion and provide an environment where star performers never want to leave. Lencioni's first non-fiction book provides leaders with a groundbreaking, approachable model for achieving organizational health—complete with stories, tips and anecdotes from his experiences consulting to some of the nation's leading organizations. In this age of informational ubiquity and nano-second change, it is no longer enough to build a competitive advantage based on intelligence alone. *The Advantage* provides a foundational construct for conducting business in a new way—one that maximizes human potential and aligns the organization around a common set of principles.

Clarity First: How Smart Leaders and Organizations Achieve Outstanding Performance

*****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, 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.

Good to Great

From the mental toughness coach of a World Series-winning team—a simple, three-step program to winning in life People with inborn talent may be good at what they do—but only the mentally tough reach the highest plateaus in their field. Fortunately, mental toughness is something anyone from any walk of life can learn. Director of mental training for the St. Louis Cardinals and a top-tier executive coach, Dr. Jason Selk is an expert on teaching people how to develop the mental toughness needed to attain their goals. In this book, he shares hands-on daily exercises for breaking old, self-defeating patterns of behavior and replacing them with the can-do attitude and positive behavior that leads to measurable positive results. Executive Toughness outlines the steps for attaining high-level success: •Accountability—truly develop a “no-excuse” mentality •Focus—significantly increase attention, focus and confidence •Optimism—recognize and redirect thoughts patterns for increased execution and performance By incorporating these steps into your daily life, you’ll be on the path to attaining your goals. Once you make these behaviors part of your mental “DNA,” and there will be no turning back!

The Clarity Principle

Big results come from small steps. Written with school leaders in mind, this inspirational yet practical handbook teaches you how to add mindfulness into your day, bit by bit, whether you are sitting in your office or walking down the hall. With mindfulness, you will get better at managing meetings, responding creatively to complex situations, and achieving resilience—you will become a more effective leader and a more positive force for your staff and students. Features include: Real-life profiles of mindful school leaders Practice exercises to try right away Guidance so you know if you are “doing it right” Hard-to-find resources, including mindfulness apps

Free to Focus

Provides leaders with a simple strategy to improve the performance of their teams through the calculating of “priorities,” “who” and “relationships” and by increasing that total, realize more value, impact, earnings and overall success.

Start with why

Draws on real-life stories and figures, including Martin Luther King, Jr. and Steve Jobs, to examine the qualities a good leader requires in order to inspire and motivate people.

Clarity

Over the next decade, today's connected world will be explosively more connected. Anything that can be distributed will be distributed: workforces, organizations, supply webs, and more. The tired practices of centralized organizations will become brittle in a future where authority is radically decentralized. Rigid hierarchies will give way to liquid structures. Most leaders—and most organizations—aren't ready for this future. Are you? It's too late to catch up, but it's a great time to leapfrog. Noted futurist Bob Johansen goes beyond skills and competencies to propose five new leadership literacies—combinations of disciplines, practices, and worldviews—that will be needed to thrive in a VUCA world of increasing volatility, uncertainty, complexity, and ambiguity. This book shows how to (1) forecast likely futures so you can “look back” and make sure you're prepared now for the changes to come, (2) use low-risk gaming spaces to work through your concerns about the future and hone your leadership skills, (3) lead shape-shifting organizations where you can't just tell people what to do, (4) be a dynamic presence even when you're not there in person, and (5) keep your personal energy high and transmit that energy throughout your organization. This visionary book provides a vivid description of the ideal talent profile for future leaders. It is written for current, rising star, and aspiring leaders; talent scouts searching for leaders; and executive coaches seeking a fresh view of how leaders will need to prepare. To get ready for this future, we will all need new leadership literacies.

Forged in Crisis

Explains how trust is a key catalyst for personal and organizational success in the twenty-first century, in a guide for businesspeople that demonstrates how to inspire trust while overcoming bureaucratic obstacles.

Power Score

What enables some talented people to rise to the top and live their full ambitions at work and in life, while others stop

short? In 2007, Joanna Barsh led a team at McKinsey & Company to answer that very question. In the process, they uncovered what distinguishes leaders who are successful from those who achieve true greatness, developing an approach called Centered Leadership. They drew on research from across the academic fields of leadership, organization behavior, neuroscience, evolutionary psychology and positive psychology. In addition, Barsh interviewed over 160 leaders from many fields – including business, government and the arts – and from many countries. With quantitative research, the team learned that these leaders have mastered practices to find their balance in the midst of chaos and lead from their most resourceful selves, unleashing the potential of others. In 2009, Johanne Lavoie joined to lead development of programs that help executives build these capabilities. Their research and development work continues as more and more leaders experience Centered Leadership. In the business bestseller, *How Remarkable Women Lead*, Barsh described Centered Leadership's five capabilities and the research that underpins it. Here, with colleague Johanne Lavoie, Barsh provides a practical, actionable field guide for implementation. In *Centered Leadership*, Barsh and Lavoie will guide you through the Centered Leadership program. You'll find the interactive tools, exercises, and practices that have helped the men and women participants in Centered Leadership programs gain the skills, courage and confidence to lead. And, along the way, you'll read inspiring stories of remarkable men and women leaders who demonstrate the power of these skills in action. Those early in their careers will learn how to use these skills to explore their passions and accelerate their professional development. Those forming families will be able to use them to reconcile manage work and life to get the most out of both. And those who have already achieved success will be able use these practices to reach their next leadership horizon. No matter what stage you are currently at in your career, or what level of leadership you aspire to, this book will equip you with the tools to unlock your own Centered Leader and achieve more positive impact at work and outside it. From the Hardcover edition.

The Clarity Papers: The Executive's Guide to Clear Thinking and Better, Faster Results

When times are hard, leadership makes the greatest difference. So says the evidence. This book shows how to make the kind of difference that all organizations, both public and private sector, want and need. Early chapters show the powerful effect leadership can have on organizations; subsequent chapters present new ideas that are elegantly simple, conceptually coherent and radically different, based on the best research in the field. The ideas in this book have also been tested in major multinational organizations over recent years. The aim is to provide leaders and those who work with them with a practical guide to how to increase the effectiveness of leadership in any organization.

The Advantage

The secrets to Apple's success and how to use them, from the Apple insider Ken Segall In *Think Simple*, Apple insider and

New York Times bestselling author Ken Segall gives you the tools to Apple's success - and shows you how to use them. It's all about simplicity. Whether you're in a multinational corporation or a lean startup, this guide will teach you how to crush complexity and focus on what matters; how to perform better, faster and more efficiently. Combining his insight from Apple with examples from companies across industries all over the world - including Ben & Jerry's, Whole Foods, Intel and HyundaiCard - Segall provides a simple roadmap for any company to find success.

The Kaizen Event Planner

Make the move from star contributor to exceptional leader in this long overdue hands-on guide. Today's organizations are packed full of experts in every area from marketing to sales to IT. Many of these people are also leaders, heading teams or departments. They lead because they know more than the rest of their group. They are followed because of their credibility as experts. Yet, the toughest transition in business comes when expert leaders are asked to move beyond their expertise and lead a larger group, they struggle with how to span a broad area without trying to become the expert in every aspect. In Wanda Wallace's experience, this move—from expert to spanning leader—requires a new mindset about how to lead. Wallace explains what few people understand—how to add value as a leader when you're spanning an ever growing set of responsibilities. In *You Can't Know It All*, Wallace presents the coaching model she has developed to address this challenging transition. She provides tools and strategies for individuals to navigate their new roles and learn to combine their expertise with their leadership responsibilities. She also offers essential advice on the fundamental change in mindset that this requires. Not just for novice managers, this invaluable handbook offers human resources professionals and mentors insights into why their company's star performer may be suddenly floundering, and offers essential tools to guide them.

Contemporary Leadership Challenges

Award-winning business performance improvement and Lean management expert Karen Martin diagnoses a ubiquitous business management and leadership problem—the lack of clarity—and outlines specific actions to dramatically improve organizational performance. Through her global consulting projects, keynote speeches, and work with thousands of leaders, Karen has seen first-hand how a pervasive lack of clarity strangles business performance and erodes employee engagement. Ambiguity is the corporate default state, a condition so prevalent that “tolerance for ambiguity” has become a clichéd job requirement. It doesn't have to be this way. In *Clarity First*, Karen provides methods and insights for achieving clarity to unleash potential, innovate at higher levels, and solve the problems that matter to deliver outstanding business results. Both a visionary road map and practical guide, this book will help leaders:

- Identify and communicate the organization's true purpose
- Set achievable priorities
- Deliver greater customer value through more efficient processes

•Provide greater transparency about true versus assumed performance •Build strong problem-solving and critical thinking capabilities throughout the organization •Develop personal clarity to be a more direct, purposeful, and successful leader
Eliminating ambiguity is the first step for leaders and organizations to achieve strategic goals. Learn how to gain the clarity needed to make better decisions, lead more effectively, and boost organizational performance. When it comes to leading an outstanding organization, every great leader needs Clarity First.

Centered Leadership

A proven approach for helping leaders and teams work together to achieve better decisions, greater commitment, and stronger results More than ever, effective leadership requires us to work as a team, but many leaders struggle to get the results they need. When stakes are high, you can't get great results by just changing what you do. You also need to change how you think. Organizational psychologist and leadership consultant Roger Schwarz applies his 30+ years of experience working with leadership teams to reveal how leaders can drastically improve results by changing their individual and team mindset. Provides practical guidance to help teams increase decision quality, decrease implementation time, foster innovation, get commitment, reduce costs and increase trust Outlines 5 core values leadership teams can adopt to exponentially improve results Author of The Skilled Facilitator and The Skilled Facilitator Fieldbook Get the results you and your team need. Start by applying the practical wisdom of Smart Leaders, Smarter Teams.

The Vision Driven Leader

Grow Your Leadership. Enrich Your Life. Leave a Lasting Legacy. What is great leadership? What separates the merely competent leaders from those rare individuals who leave a lasting impression on everyone around them? As one of the world's most in-demand CEO coaches and top leadership gurus, John Mattone has worked with some of our brightest business minds—Apple's Steve Jobs, Pepsi's Roger Enrico, and Nielsen's Armando Uriegas—and he's identified the key qualities that, together, make up the mindset of great leadership. In *The Intelligent Leader*, Mattone lays out an accessible, practical, and compelling path that anyone can take to become the kind of leader that brings enrichment to the lives of others, enjoys a more fulfilling life, and leaves a lasting legacy. Each chapter uses a variety of real-world examples, tools, and assessments to explore one of Mattone's 7 dimensions of Intelligent Leadership, including: • Thinking differently, thinking big • Having a mindset of duty vs. a mindset of entitlement • Leveraging your gifts and addressing your gaps • Having the courage to execute with pride, passion, and precision Readers will have complimentary online access to the Mattone Leadership Enneagram Inventory (\$110 value), which offers a personalized assessment of your leadership style and maturity.

Leading Clarity

More powerful than strategy, culture, or innovation, discover the one business tool that is the ultimate game-changer! Leading Clarity offers a bold proposal that changes the trajectory of your business and leadership. Today's business environment is more complex than at any time in history with greater ambiguity, chaos and uncertainty. Too often, individuals and organizations become bogged down with competing priorities and the constant press of daily demands. This tangled mass of noise effectively handicaps every facet of business. This book provides a proven, time-tested strategy that has brought dynamic results to hundreds of organizations of all scope and size. Informed by in-depth research conducted by the Deutser team, made up of business strategists, social scientists, organizational psychologists, innovation specialists and designers, the framework and methodologies presented will align focus and drive organizational performance. Leading Clarity takes you beyond understanding the strengths and weaknesses of individuals and teams, and guides you through a dynamic process that unveils what is most critical and most enduring about your business. Clarity is the key measure of unprecedented success and a vital factor in productivity, engagement, and performance. Now, Deutser is sharing the secrets of his proven blueprint for creating clarity. With these powerful principles and stories of how to put them to work, you too can leverage the exponential impact of clarity. Learn how clarity can help you: Lead teams and individuals with clear direction and purpose Value inside the box thinking and innovation Identify the impact drivers that keeps your employees happier, more engaged and performing at their peak Infuse positivity into your organization's DNA as a profitability catalyst Clarity is the dynamic force that aligns and connects the most critical business principles. Leading Clarity moves you beyond any preconceived limitations and sets new direction, expectation and pathways for success.

7 Principles of Transformational Leadership

What does it mean to lead with light? There is light in each of us. When leaders grow self-awareness in knowing who they are and living their core values and strengths, light emerges from within and shines brightest. Light itself also illumines the path for leaders to grow situational awareness of where they are in the moment, set goals and chart compass direction, thereby opening up a channel of curiosity for learning, exploring, and discovery. Seeing light in others, leaders encourage and challenge others to shine their own lights and become their highest and best. Working with thousands of leaders across all functional areas, from a wide variety of industries, from global companies to small businesses, I've seen what brings out the best in leaders. These are best practices and simple tools that will enable you to grow as a leader. You'll be fully seen as your brightest and most authentic self, courageous in exploring new vistas, pursuing goals with tenacity, and manifesting your vision to reality. You will build stronger relationships, grow resilience in navigating change, and learn and grow from setbacks and disappointments. YOU are a beacon of light! Own it.

Lead Yourself First

Let your lifelong adventure begin today Lead Yourself to Success is your personal guidebook to greatness. Alan Chambers has led many expeditions to the North and South poles but you don't have to lead a national team or a multinational corporation to be successful, as long as you can lead yourself. The desire to learn is human nature, and lessons from those who have been where you want to go are extraordinary opportunities. You gain the insight and guidance you need to get there, and learn how to lead your own expedition down the path to success. Like any adventure, good preparation is key. You don't take off for the North pole on a whim, and you don't just leap into leadership without understanding the responsibilities it entails. This book shows you how to develop the leadership mindset to get wherever you want to go in life, trust your own judgement and come out on top of the world. Uncover your inner leadership potential Learn how others succeed Find the adventure in everyday life Lead yourself on an expedition to greatness Alan helps thousands of people every year unlock the door to higher performance. Every single one of those people was a leader waiting to happen, even if they didn't know it - but once they truly realised where their potential could take them, they became unstoppable. Let yourself become unstoppable with Lead Yourself to Success.

Three Commitments of Leadership: How Clarity, Stability, and Rhythm Create Great Leaders

A WALL STREET JOURNAL BESTSELLER “Five gritty leaders whose extraordinary passion and perseverance changed history...a gripping read on a timeless and timely topic” —Angela Duckworth, #1 bestselling author of Grit An enthralling historical narrative filled with critical leadership insights, Forged in Crisis, by celebrated Harvard Business School historian Nancy Koehn, spotlights five masters of crisis: polar explorer Ernest Shackleton; President Abraham Lincoln; legendary abolitionist Frederick Douglass; Nazi-resisting clergyman Dietrich Bonhoeffer; and environmental crusader Rachel Carson. What do such disparate figures have in common? Why do their extraordinary stories continue to amaze and inspire? In delivering the answers to those questions, Nancy Koehn offers a remarkable template by which to judge those in our own time to whom the public has given its trust. She begins each of the book's five sections by showing her protagonist on the precipice of a great crisis: Shackleton marooned on an Antarctic ice floe; Lincoln on the verge of seeing the Union collapse; escaped slave Douglass facing possible capture; Bonhoeffer agonizing over how to counter absolute evil with faith; Carson racing against the cancer ravaging her in a bid to save the planet. The narrative then reaches back to each person's childhood and shows the individual growing—step by step—into the person he or she will ultimately become. Significantly, as we follow each leader's against-all-odds journey, we begin to glean an essential truth: leaders are not born but made. In a book dense with epiphanies, the most galvanizing one may be that the power to lead courageously resides in each of us. Whether it's read as a repository of great insight or as exceptionally rendered human drama, Forged in Crisis stands as a towering achievement.

Executive Toughness: The Mental-Training Program to Increase Your Leadership Performance

A commemorative edition of the landmark book from Patrick Lencioni When it was published ten years ago, *The Five Temptations of a CEO* was like no other business book that came before. Highly sought-after management consultant Patrick Lencioni deftly told the tale of a young CEO who, facing his first annual board review, knows he is failing, but doesn't know why. Refreshingly original and utterly compelling, this razor-sharp novelette plus self-assessment (written to be read in one sitting) serves as a timeless and potent reminder that success as a leader can come down to practicing a few simple behaviors behaviors that are painfully difficult for each of us to master. Any executive can learn how to recognize the mistakes that leaders can make and how to avoid them. The lessons of *The Five Temptations of a CEO*, are as relevant today as ever, and this special anniversary edition celebrates ten years of inspiration and enlightenment with a brand new introduction and reflections from Lencioni on the new challenges in business and leadership that have occurred in the past ten years.

The New Leadership Literacies

Metrics-Based Process Mapping (MBPM) is a tactical-level, visual mapping approach that enables improvement teams to make effective, data-based decisions regarding waste elimination and measure ongoing process performance. The mapping technique, often used to drill down from a value stream map, integrates the functional orientation of traditional swim-lane process maps with time and quality metrics that are essential for designing improved processes. Building on the success of its popular predecessor, *Metrics-Based Process Mapping: An Excel-Based Solution*, this book takes readers to the next level in understanding processes and process improvement. Included with the book is an interactive macro-driven Excel tool, which allows users to electronically capture their current and future state maps. The tool also audits the maps for completeness, summarizes the metrics, and auto-calculates the improvements. Improvements to this version include: Foundational content about processes—what they are and how they vary A description of the difference between value-stream and process-level maps New content about how to bridge the gap between your current state and your desired future state Tips for effective team formation and mapping facilitation An implementation plan for those using the mapping methodology as a standalone tool and not part of a Kaizen Event The Excel-based tool included on the accompanying CD provides readers with a user-friendly way to electronically archive manually created maps in team settings for easier storage and distribution across your entire organization. While current and future state MBPMs are initially created during team-based activities using butcher paper and post-its, the electronic maps serve as standard work documentation for the improved process, enabling training, communication, and process monitoring activities. This flexible, user-friendly tool includes: A custom toolbar that simplifies map creation and editing Automated calculation of key metrics An audit feature to prevent mapping errors The ability to simulate how improvements will impact staffing requirements System Requirements:

The tool is intended for use on PCs using Excel 2003 or later—it will NOT function with earlier versions of Excel, or on Macintosh computers. View a demo of the Excel tool at: www.mbpmapping.com

Performance Sailing and Racing

Winner of The Shingo Research and Professional Publication Award! After two decades in the trenches of helping companies design and build better, more efficient operations, Karen Martin has pinpointed why performance improvement programs usually fail: Chaos, the sneaky but powerful force that frustrates customers, keeps business leaders awake at night, and saps company morale. In *The Outstanding Organization*, Karen offers a toolbox for combating chaos by creating the organizational conditions that will allow your improvement efforts to return greater gains. Proven, practical, and surprisingly simple, Karen's system focuses on four key behaviors for organizational excellence--Clarity, Focus, Discipline, Engagement--that, once instilled into a company's DNA, open the door to sustainable growth and profit. This well-organized, inviting-to-read guide reveals everything you need to know about: How the lack of clarity and focus adds millions of dollars of unnecessary labor expense and slows progress on all fronts How you can gain a competitive edge by adopting the type of disciplined behaviors typically found in the military, science, law enforcement, sports, and the arts Why you should stop worrying about employee satisfaction--and start concerning yourself with employee engagement Why adopting various improvement approaches without building a foundation for success won't solve your problems--and will likely create more chaos Although you don't like the chaos that you're currently coping with, you've probably come to accept it. You don't have to if you follow the path Karen lays out. This no-nonsense book helps you get to the crux of the problem, so you can inject the sensible, disciplined calm that enables the levels of performance and innovation mandated by today's business environment--and help your organization become truly outstanding. Praise for *The Outstanding Organization* "Too often, outstanding performance seems out of reach. Karen Martin explains, with elegant simplicity, why so many organizations 'can't get there from here.' Better yet, she provides clear, actionable advice on building a foundation that will allow anyone to achieve excellence." -Matthew E. May, author, *The Laws of Subtraction* "This fast-moving book gives managers a series of practical, proven strategies and tools to improve performance to get better results immediately." -Brian Tracy, author, *Full Engagement!* "It is within our grasp to create an outstanding organization, but it won't happen without focus and attention. Karen Martin explores organizations that have made this transformation, and she unlocks their secrets for you. Read this book, apply the principles exposed, and you will achieve similar success." -Richard Sheridan, CEO, Menlo Innovations "Karen Martin shares her extensive experience assisting companies in their improvement efforts and identifies capabilities common among organizations that have achieved sustainable outstanding success. Especially noteworthy is Karen's discussion of the Plan-Do-Study-Adjust management cycle. Adapt it as you need, adopt it because you must." -John Shook, Chairman and CEO, Lean Enterprise Institute "Powerful and motivating! Whether you are performing aerial feats in a super-sonic fighter jet at low altitude or plotting improvement efforts from the corporate boardroom, this book will help you

take your organizational performance to new heights!" -Scott Beare, former Lead Solo Pilot, Blue Angels

The SPEED of Trust

In the world of work, the single greatest asset of successful individuals, teams, and organizations is their mindset—what happens in between their ears. It's not the corporate strategy, the sales compensation plan, or the market segments they're pursuing. It is what each leader, team member, and employee chooses to focus on, believe, and create for themselves and others. *7 Principles of Transformational Leadership* presents the fundamental concepts whose implementation will result in dramatic revenue, performance, and relationship growth. Specifically, leaders will learn to: Live their professional and personal lives with unbridled purpose and passion. Execute strategic priorities more effectively and with accelerated results. Retain the brightest and best talent. Have employees, key stakeholders, and managers enthusiastically follow them. Be exemplars of innovation, growth, and positive mindsets. Cascade excellence throughout their organizations. You may have employees with all the talent in the world, but you'll never achieve remarkable results until you change your employees' mindset. *7 Principles of Transformational Leadership* will help you convert your human potential into accelerated business results.

The Little Book of Clarity

Social and behavioral science has for decades studied and recognized leadership as a social exchange between leaders and followers. But leadership is rather complex, and as such, it tends to lead to an increased interest within and across different disciplines. This book is an attempt to provide theoretical and empirical framework to better understand leadership challenges in various contexts. The authors cover an array of themes that span from an individual level to an organizational and societal level. In this volume, two sections are presented. The first section based on individual level focuses on different leadership styles and abilities, and the other section provides theories to understand leadership in public administration, in industrial settings and in nonprofit organizations.

The Loyalist Team

Leadership first, location second As more organizations adopt a remote workforce, the challenges of leading at a distance become more urgent than ever. The cofounders of the Remote Leadership Institute, Kevin Eikenberry and Wayne Turmel, show leaders how to guide their teams by recalling the foundational principles of leadership. The authors' "Three-O" Model refocuses leaders to think about outcomes, others, and ourselves—elements of leadership that remain unchanged, whether employees are down the hall or halfway around the world. By pairing it with the Remote Leadership Model, which

emphasizes using technology as a tool and not a distraction, leaders are now able to navigate the terrain of managing teams wherever they are. Filled with exercises that ensure projects stay on track, keep productivity and morale high, and build lasting relationships, this book is the go-to guide for leading, no matter where people work.

From Smart to Wise

A fresh and timely approach to nurturing wise, resilient, and flexible leadership in a world of growing complexity Leaders tend to obstinately stick to the leadership style that brought them most success in the past, usually one of two extreme styles: functional leadership that focuses on operational excellence or smart leadership that focuses on growth. When a leader's focus is too functional, the organization becomes introverted and can focus too much on bottom-line profitability while missing out on top-line growth opportunities. But when leaders focus too much on smart leadership, the organization may experience quick growth but lose its effectiveness quickly. From Smart to Wise offers a new approach that balances the two styles to achieve a form of wise leadership that is both functional and smart. Drawing on inspiring real-life stories of historical and contemporary wise leaders such as Bill Gates, Warren Buffet, and even Mahatma Gandhi, the authors identify six characteristics of wise leaders and offer a practical framework to help readers develop their own style of wise leadership. A timely and innovative approach to leadership Written by noted speakers who conduct dozens of keynote speeches and workshops, training thousands of people annually

Metrics-Based Process Mapping

BE THE KIND OF LEADER PEOPLE WANT TO WORK WITH “Do you want an engaged and best efforts culture? Do you want to attract and retain the best people? If your answers to those questions are yes and yes, then I highly recommend you read and you practice The Three Commitments of Leadership.” —DOUG LENNICK, CEO, Lennick Aberman Group and author of the internationally acclaimed Moral Intelligence “In The Three Commitments of Leadership, the authors offer safe harbor for those in any leadership role that find themselves in rough seas. The text is full of memorable wisdom and important stories, well told. This book moved me; it will move you, too.” —MARK BRYAN, bestselling author of The Artist’s Way at Work “The authors of Three Commitments of Leadership have distilled the qualities of leadership into an inspiring essence. You'll not only learn what it takes to become a great leader; you'll learn how to inspire those around you to commit to greatness as well.” —DANIEL H. PINK, author of Drive and A Whole New Mind Every effective leader has his or her own personal style—but they all share one thing in common: Commitment. They know what commitments to make to motivate their teammates, build more productive organizations, and be the kind of leaders people want to work with. But what exactly are great leaders committed to? The Three Commitments of Leadership delivers the answers that are the foundation of an evolution in the way human beings will lead for the future. Written by a team of learning and development experts, this

groundbreaking book provides a leadership model that will help you know where to pay attention, so every action you take has the impact you hope for. Too many leaders obsess over short-term profits, popularity, and pleasing boards, bosses, and special interests—when they should be obsessing over building lasting relationships and results. The Three Commitments of Leadership digs deep into what leaders must focus on to truly be exceptional: CLARITY—Creating a common understanding of what success looks like STABILITY—Providing the resources people need and building a culture of trust RHYTHM—Fostering a flow of work and an environment that feels natural It's simple—but not easy. Globalization, competition, and shrinking margins are making it tougher than ever to operate without deep engagement from every member of every team. The solution is a tenacious dedication to a straightforward way of leading that produces the outcomes you need and turns every teammate into a fellow leader, too.

The Long-Distance Leader

From a racing master, all the knowledge you need to make your boat go faster and safer in any condition In Performance Sailing and Racing, Steve Colgate explains how to improve your sailing and push your boat to higher but safer speeds. He shows you how get your boat to perform as it was designed--with grace and an ease of motion--and to sail at a fast speed that can get you out of situations more quickly and arrive at your destination sooner. Used as one of the text books at the many branches of the Colgate Sailing School, Performance Sailing and Racing will help you get started in racing and improve as you learn. Even veteran sailors will pick up some new tips and tricks to becoming a successful racer. End-of-chapter quizzes reinforce what you learn so you can use your knowledge confidently on the water. Sail faster and smarter: Get the picture with clear, colorful photos and graphics Master vital topics relating to boat speed--sail trim, sheet lead angles, steering differences in light and heavy air Learn even those daunting topics, including using a spinnaker and understanding polar diagrams With this master teacher's wisdom on all the factors that make your boat sail better, you'll win the next race or just blow past the other boats in the outer harbor.

The Five Temptations of a CEO

Imagine what you could achieve if you could only clear your mind The Little Book of Clarity shows you how to clear your head and get things done. Based on bestselling book, Clarity, this new edition has been distilled to the essentials, getting right to the point. With no vague theory or superfluous anecdotes, this book gets you right to work reducing stress and boosting productivity by uncovering your mind's in-built "self-clearing" capacity. As you begin to understand the concept of innate thinking, the benefits will start emerging in every corner of your life. As you think less, you'll win more — at work, at home, and at the game of life as a whole. You'll rid your mind of clutter for good as you focus on what matters, and finally free up the time you need to pursue your dreams. Life's constant bombardment of "to-do" and "urgent" pushes your own

priorities clear off the radar. Before you know it, you're always busy, but not getting very much accomplished. Personal goals fall by the wayside as you struggle just to keep up with day-to-day life. This book shows you how to cut the noise and clear the fog, and start working on what matters to you. Harness the power of insight and principles Discover your true identity and innate wisdom Build better relationships and stronger connections Discard toxic goals and pursue authentic desires Clarity is the mind's natural state, a state to which it will always return if given the chance. Although it's evident in children, most adults have had this ability conditioned out of them by our "go-go-go" society, leaving them mentally muddled, stressed, and ineffectual. The Little Book of Clarity helps you erase that conditioning and gain the peace of mind to live a life you love — permanently.

Smart Leaders, Smarter Teams

Regardless of the sector your organization operates within or its size, increasing employee performance, building customer loyalty, and growing revenue are likely your top priorities. How can you continually improve your employees' morale and performance in a sustainable way? How can you stay ahead of your customers' ever-changing needs without spending a fortune on technology? How will you survive financially amidst the rising costs of retaining talent, attracting customers, and introducing technology? Whether you are a CEO, executive, or entrepreneur, in *The Unstoppable Organization*, Shawn Casemore will show you how to master the trilogy of success for unsurpassed performance as he shares insights, examples, and proven practices to: Engage your people to increase their productivity and morale. Empower your customers to become invested in and loyal ambassadors of your brand. Gain clarity on where you should invest in order to achieve the highest possible ROI. Increase creativity within your organization to tackle and overcome emerging challenges. Prepare for the next generation of employees and customers. Building and sustaining a highly competitive and profitable organization can be complex and confusing, but it needn't be. *The Unstoppable Organization* shares insights and examples of dozens of companies who are growing leaps and bounds over their competition, all with a stabilized and highly engaged workforce who help them connect and satisfy their customers each and every day.

Lead Yourself to Success

LEARN TO CLEAR YOUR MIND AND THINK LIKE A WINNER We all have so much going on. A million different projects, to-do lists longer than your arm. We all worry about things - money, deadlines. With all this buzzing around in our heads it's often a nightmare trying to concentrate on one thing. What if someone could show you how to empty your mind of all the noise? If you could be shown how to de-clutter your mind and concentrate on one important thing? Well Jamie Smart, state-of-mind specialist, can do just that - with *Clarity* he will show you how to get real clarity of thought. You'll learn how to clear your mind and become less stressed and more productive - and as a result, more confident in your abilities. *Clarity* will help you

to:

- Greatly improve your concentration and ability to think clearly
- Reduce stress levels and increase productivity
- Grow your confidence and self-belief
- Find innovative solutions to problems and make progress on goals and dreams
- Trust your intuition and improve your decision-making
- Build stronger relationships through better communication

Praise for Clarity: “Thought-provoking, entertaining, and potentially life changing – highly recommended!” Michael Neill, Radio Show Host and Author of *The Inside-Out Revolution: The only thing you need to know to change your life forever* “A powerful, positive book that can help you to achieve more than you ever thought possible, in every area.” Brian Tracy, Author of *Goals and Eat That Frog* “I highly recommend this book to anyone trying to deal with life stressors and find true wisdom and well-being.” Mark Howard, Ph.D., Clinical Psychologist, ThreePrinciplesInstitute.org “Take your time reading this profound book. Jamie Smart is about to blow apart every circumstantial excuse you ever came up with. He’s about to put the steering wheel back in your hands.” Garret Kramer, Founder of Inner Sports and Author of *Stillpower* “The insights you’ll get whilst reading Clarity will resonant in how you manage day to day but, more importantly, provide a framework for refreshing your priorities, goals and drive.” Peter Lake, Group Business Development Director, JS Group “The world of leadership, sales and customer engagement has changed radically over the past ten years. People are more savvy, better informed and sick of the same old story. Jamie Smart cuts through the noise of the marketplace and shows you what really works. Profound, practical and instantly applicable; Clarity is essential reading if you want to make your mark in the 21st century.” Paul Charmatz, Former Managing Director, Camelot “Jamie, you really hit the bullseye with this brilliant book; it’s a must-read for everyone who wants clarity of mind.” Joe Stumpf, Founder of By Referral Only and Author of *Willing Warrior* “Jamie Smart takes an outdated paradigm of success and turns it on its head. Pull up a chair, get a copy of Clarity and discover how you can experience an exponential increase in clarity and quality of life.” Rich Litvin, co-author of *The Prosperous Coach* and Founder of *The Confident Woman’s Salon* “Jamie Smart is brilliant! In his book Clarity, he has unlocked an insight into the real-life matrix. Be ready to have your world turned inside-out because, as Jamie so effortlessly demonstrates, this is how it works.” Richard Enion, *Dragon’s Den* Winner, BassToneSlap.com and R

Leading with Light

The Challenge Built to Last, the defining management study of the nineties, showed how great companies triumph over time and how long-term sustained performance can be engineered into the DNA of an enterprise from the very beginning. But what about the company that is not born with great DNA? How can good companies, mediocre companies, even bad companies achieve enduring greatness? The Study For years, this question preyed on the mind of Jim Collins. Are there companies that defy gravity and convert long-term mediocrity or worse into long-term superiority? And if so, what are the universal distinguishing characteristics that cause a company to go from good to great? The Standards Using tough benchmarks, Collins and his research team identified a set of elite companies that made the leap to great results and sustained those results for at least fifteen years. How great? After the leap, the good-to-great companies generated

cumulative stock returns that beat the general stock market by an average of seven times in fifteen years, better than twice the results delivered by a composite index of the world's greatest companies, including Coca-Cola, Intel, General Electric, and Merck. The Comparisons The research team contrasted the good-to-great companies with a carefully selected set of comparison companies that failed to make the leap from good to great. What was different? Why did one set of companies become truly great performers while the other set remained only good? Over five years, the team analyzed the histories of all twenty-eight companies in the study. After sifting through mountains of data and thousands of pages of interviews, Collins and his crew discovered the key determinants of greatness -- why some companies make the leap and others don't. The Findings The findings of the Good to Great study will surprise many readers and shed light on virtually every area of management strategy and practice. The findings include: Level 5 Leaders: The research team was shocked to discover the type of leadership required to achieve greatness. The Hedgehog Concept (Simplicity within the Three Circles): To go from good to great requires transcending the curse of competence. A Culture of Discipline: When you combine a culture of discipline with an ethic of entrepreneurship, you get the magical alchemy of great results. Technology Accelerators: Good-to-great companies think differently about the role of technology. The Flywheel and the Doom Loop: Those who launch radical change programs and wrenching restructurings will almost certainly fail to make the leap. "Some of the key concepts discerned in the study," comments Jim Collins, "fly in the face of our modern business culture and will, quite frankly, upset some people." Perhaps, but who can afford to ignore these findings?

Think Simple

The first of its kind—a Value Stream Mapping book written for those in service and office environments who need to streamline operations Value Stream Mapping is a practical, how-to guide that helps decision-makers improve value stream efficiency in virtually any setting, including construction, energy, financial service, government, healthcare, R&D, retail, and technology. It gives you the tools to address a wider range of important VSM issues than any other such book, including the psychology of change, leadership, creating teams, building consensus, and charter development. Karen Martin is principal consultant for Karen Martin & Associates, LLC, instructor for the University of California, San Diego's Lean Enterprise program, and industry advisor to the University of San Diego's Industrial and Systems Engineering program. Mike Osterling provides support and leadership to manufacturing and non-manufacturing organizations on their Lean Transformation Journey. In a continuous improvement leadership role for six years, Mike played a key role in Square D Company's lean transformation in the 1990s.

The Unstoppable Organization

Great teams are built and maintained with great intention, though they can make it look deceptively easy. Too many teams

engage in dysfunctional behaviors or fall into territorialism, apathy, and unproductive relationships. The result? An overwhelmed, unengaged, and stressed-out workforce that settles for average or poor performance. Here, four authors with a combined century of management experience show readers how every team can be extraordinary. The authors introduce their field-tested Loyalist Team 3D assessment that allows anyone to get to the heart of why teams break down, identify the weaknesses in their own team, and build a Loyalist Team. This kind of team has members who ensure each other's success as they work to ensure their own, operate with absolute candor, and value loyalty and authenticity to deliver results, create a healthy work environment, and help companies succeed. The Loyalist Team is a must-read for anyone who wants their team to achieve extraordinary results.

The Mindful School Leader

Everyone gets 168 hours a week, but it never feels like enough, does it? Work gobbles up the lion's share--many professionals are working as much as 70 hours a week--leaving less and less for rest, exercise, family, and friends. You know, all those things that make life great. Most people think productivity is about finding or saving time. But it's not. It's about making our time work for us. Just imagine having free time again. It's not a pipe dream. In *Free to Focus*, New York Times bestselling author Michael Hyatt reveals to readers nine proven ways to win at work so they are finally free to succeed at the rest of life--their health, relationships, hobbies, and more. He helps readers redefine their goals, evaluate what's working, cut out the nonessentials, focus on the most important tasks, manage their time and energy, and build momentum for a lifetime of success.

You Can't Know It All

Kaizen Events are an effective way to train organizations to break unproductive habits and adopt a continuous improvement philosophy while, at the same time, achieve breakthrough performance-level results. Through Kaizen Events, cross-functional teams learn how to make improvements in a methodological way. They learn how to quickly study a process,

Leadership: All You Need to Know

"Lead Yourself First makes a compelling argument for the integral relationship between solitude and leadership." --The Wall Street Journal Throughout history, leaders have used solitude as a matter of course. Martin Luther King found moral courage while sitting alone at his kitchen table one night during the Montgomery bus boycott. Jane Goodall used her intuition in the jungles of central Africa while learning how to approach chimps. Solitude is a state of mind, a space where you can focus on

your own thoughts without distraction, with a power to bring mind and soul together in clear-eyed conviction. But these days, handheld devices and other media leave us awash with the thoughts of others. We are losing solitude without even realizing it. To find solitude today, a leader must make a conscious effort. This book explains why the effort is worthwhile and how to make it. Through gripping historical accounts and firsthand interviews with a wide range of contemporary leaders, Raymond Kethledge (a federal court of appeals judge) and Michael Erwin (a West Pointer and three-tour combat veteran) show how solitude can enhance clarity, spur creativity, sustain emotional balance, and generate the moral courage necessary to overcome adversity and criticism. Anyone who leads anyone--including oneself--can benefit from solitude. With a foreword by Jim Collins (author of the bestseller Good to Great), Lead Yourself First is a rallying cry to reclaim solitude--and all the benefits, both practical and sublime, that come with it.

The Outstanding Organization: Generate Business Results by Eliminating Chaos and Building the Foundation for Everyday Excellence

Clarity comes first. Most leaders believe they have clarity themselves and in their organization, but how do you know for sure? The Clarity Papers, will help you determine if a lack of clarity is standing between you and greater success and provide specific techniques for creating strategic clarity from the top of your organization to the bottom.

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