



change.”—Susan Wojcicki, CEO of YouTube

The author of the phenomenal New York Times bestselling classic *The One-Minute® Manager* explores one of the most common and insidious problems plaguing the workplace—procrastination. In every workplace, in every industry, lurks a diabolical career killer. Procrastination. In this latest addition to his bestselling series, Ken Blanchard tackles this problem head on, offering practical strategies any professional can immediately put into practice to improve his or her performance. In *The On-Time Manager*, he tells the story of Bob, a typical middle manager who tends to puts things off until the last minute. As a result, he misses deadlines because his lack of focus causes him to accomplish all the meaningless tasks before he can get to the important things. Like many professionals, Bob rationalizes, justifies, and tries to explain. With his trademark clarity and vision, Blanchard shows how Bob learns to overcome his problem transforming himself from a Last-Minute manager into a productive On-Time manager.

Reach New Heights as a Mentor Broaden people's perspectives. Sustain momentum for development. Drive significant career growth. It doesn't take a workplace superhero to accomplish all of this. You can do it—when you become a masterful mentor. While mentoring resources typically center on the mentee or the program, *10 Steps to Successful Mentoring* is devoted explicitly to helping you excel in the role of mentor. In this book, Wendy Axelrod helps you stretch your mentoring abilities to yield substantial rewards for you and your mentee. Drawing on more than 20 years of work with mentors, she delves into proven approaches to use in your ongoing meetings, such as elevating the power of questions, leveraging experience for learning, and expanding growth using everyday psychology. Come away inspired to take on a fresh challenge. Whether mentoring is a calling or a choice, you're new to it or a seasoned veteran, or you're in a formal program or on your own, *10 Steps to Successful Mentoring* is the resource you'll return to again and again. It's filled with real-life examples and 40 tools to help you master the nuances that drive deliberate development. Woven throughout are Wendy's seven guiding principles that distinguish the most successful mentors (hint: "Start where your mentee is, not where you think they should be"). Become the best possible mentor, and deliver memorable experiences to your mentees and create a lasting legacy for yourself.

Alternating sections, a six-time Super Bowl coach and a recognized management writer discuss the former's successful leadership principles and the latter's strategies for implementing these principles in the business world. Reprint. \$35,000 ad/promo.

21 Strategies for Financial Empowerment

125 Strategies to Achieve Maximum Confidence, Clarity, Certainty, and Creativity

Power Mentoring

Pivot, Disrupt, Transform

Trailblazer

Increasing Effectiveness Through Situational Leadership II

No Bullsh!t Leadership

Outlines a revolutionary approach to building wealth rapidly, counseling readers on how to make the most of limited starting resources while overcoming fear-based obstacles to risk taking, in a guide that also provides recommendations for enjoying and sharing one's wealth ethically. Reprint.

**THE INSTANT #1 NATIONAL BESTSELLER!** Find your inspiration in this motivational book from the bestselling author of *And the Good News Is... Lessons and Advice from the Bright Side*, beloved co-host of Fox News' *The Five and America's Newsroom*. **EVERYTHING WILL BE OKAY** is a no-nonsense how-to guide to life for young women looking to reframe their thinking, to believe in themselves, to take risks, to understand their power, and to feel better overall through finding serenity and taking action. Young women seek out advice from Dana Perino every day—at work, through friends, and on social media. The story of her own quarter-life crisis, *And the Good News Is... Lessons and Advice from the Bright Side*, brought countless readers to her inbox looking for guidance. Through her mentorship program, "Minute Mentoring," Dana quickly realized that quarter-life crises have begun following young women well into their thirties. Many of them are distressed but conceal it with a brave face. Unfortunately, too much of that can be—and is—exhausting. To help address these challenges, **EVERYTHING WILL BE OKAY** covers such topics as: How to manage your relationships (colleagues, family, love)... How to be your best self on the job... How to gauge if you're on the right career path... How to transition from junior staffer to boss lady... How to solve the biggest problems you're facing... How to move past perceived obstacles... For everyone from the job-seeker fresh out of college to the ambitious career woman looking to make her next big jump up the ladder, **EVERYTHING WILL BE OKAY** has tips, advice, and reassurance for young women everywhere.

Thoughtful and rich with advice, *The Mentor's Guide* explores the critical process of mentoring and presents practical tools for facilitating the experience from beginning to end. Now managers, teachers, and leaders from any career, professional, or educational setting can successfully navigate the learning journey by using the hands-on worksheets and exercises in this unique resource. Readers will learn how to: Assess their readiness to become a mentor Establish the relationship Set appropriate goals Monitor progress and achievement Avoid common pitfalls Bring the relationship to a natural conclusion "The greatest gift one can give, other than love, is to help another learn! Every leader who cares about nurturing talent and facilitating excellence will find this book a joy to read and a jewel to share." --Chip R. Bell, author of *Managers as Mentors*

Who's pulling for you? Who's got your back? Who's putting your hat in the ring? Odds are this person is not a mentor but a sponsor. Mentors can build your self-esteem and provide a sounding board—but they're not your ticket to the top. If you're interested in fast-tracking your career, what you need is a sponsor—a senior-level champion who believes in your potential and is willing to advocate for you as you pursue that next raise or promotion. In this powerful yet practical book, economist and thought leader Sylvia Ann Hewlett—author of ten critically acclaimed books, including the groundbreaking *Off-Ramps* and *On-Ramps*—shows why sponsors are your proven link to success. Mixing solid data with vivid real-life narratives, Hewlett reveals the “two-way street” that makes sponsorship such a strong and mutually beneficial alliance. The seven-step map at the heart of this book allows you to chart your course toward your greatest goals. Whether you're looking to lead a company or drive a community campaign, *Forget a Mentor, Find a Sponsor* will help you forge the relationships that truly have the power to deliver you to your destination.

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10 Steps to Successful Mentoring

Forget a Mentor, Find a Sponsor

Bridging Differences for Better Mentoring

Life Lessons for Young Women (from a Former Young Woman)

Mentor to Millions

The Creative Awakening of a Great Artist

Please note: This is a companion version & not the original book. Sample Book Insights: #1 Josh was a sales rep at JoySoft, and his job was becoming stale. He was no longer progressing in his career. His boss, Eva, recommended that he spend some time with Eric, a new sales rep, to learn from him. #2 When he was younger, Josh had fantasized about becoming a top salesperson. But after five years with JoySoft, he was just hoping to hold on to his job for another year or two. He needed consoling and good advice. #3 When you have a problem to solve, talking about it is a good first step. Maybe JoySoft isn't a good fit for you. Perhaps you just need a change of scenery. Have you thought about getting your résumé out there. #4 Josh was having a difficult time finding a mentor to help him grow as a salesperson. His parents suggested that he ask his roommate, Dev, for some contacts.

One Minute MentoringHow to Find and Work With a Mentor--And Why You'll Benefit from Being OneHarperCollins

Financial Freedom: It's not about wealth—it's about peace of mind Money—and all the worries that come with it—can easily consume your days. In certified accountant Deborah Smith Pegues's new book, she provides practical steps to real financial freedom. If you want to make well-informed financial decisions to improve the quality of your life, *The One-Minute Money Mentor for Women* will help you learn: how to use your inherent female qualities for financial empowerment how you can overcome emotional and relational roadblocks to money management how to ask for what you want in the workplace strategies for getting out of debt and bringing your credit cards under control the risks and rewards of investing, and much more *The One-Minute Money Mentor for Women* will empower you to take charge of your money and conquer the bad habits, fears, and uncertainties that thwart your stability and success.

"The more I read the Bible, the more evident it becomes that everything I have ever taught or written about effective leadership over the past 25 years, Jesus did to perfection. He is simply the greatest leadership role model of all time." Effective leadership—whether on the job, in the community, at church, or in the home—starts on the inside. In this revised classic, renowned leadership expert Ken Blanchard guides you through the process of discovering how to lead like Jesus. Before you can hope to lead anyone else, you must know who you are. Every leader must answer two critical questions. One deals with your relationship to Christ. The other with your life purpose. Whose are you going to be? Who are you going to be? Learning to lead like Jesus can be described 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, from which you will learn how to: Integrate your faith with your role and responsibility as a leader Identify your priorities Build your relationship with God in a new and personal way Move from success to significance Lead out of service rather than self-interest Put the love of Jesus into action With simple yet profound principles from the life of Jesus, and dozens of stories and leadership examples from his own life, Ken Blanchard once again shows us the way effective leaders lead.

Blanchard on Leadership and Creating High Performing Organisations

The Mentor's Guide

Tactical Leadership Skills of Business Managers

The Mentoring Guide

The One Minute Entrepreneur

How Leaders Beat the Odds and Survive

Mega-bestselling author Ken Blanchard and celebrated business leaders Don Hutson and Ethan Willis present an inspiring story that reveals the secrets to becoming a successful entrepreneur. In *THE ONE MINUTE ENTREPRENEUR*, Ken Blanchard (coauthor of the #1 bestselling business classic *The One Minute Manager*), Don Hutson, CEO of U.S. Learning, and Ethan Willis, CEO of Prosper Learning, tell the inspiring story of one man's challenges in creating his own business. Through a powerful and engaging narrative, we confront many of the typical problems all entrepreneurs face in starting up their business, from finding new sources of revenue to securing the commitment of their people and the loyalty of their customers. More important, we learn the secrets to becoming a successful entrepreneur, including how to build a firm foundation, how to ensure a steady cash flow, and how to create legendary service. In addition, the book offers invaluable advice, delivered through *One Minute Insights*, from such entrepreneurs and thinkers as Sheldon Bowles, Peter Drucker, Michael Gerber, and Charlie "Tremendous" Jones. Today, in the midst of the largest entrepreneurial surge in U.S. history, four out of five small businesses continue to fail. *THE ONE MINUTE ENTREPRENEUR* offers businesspeople and would-be entrepreneurs a treasure trove of wisdom on how to think, act, and succeed in creating and sustaining a business, no matter what their industry.

Kevin Harrington, one of the original "sharks" of the TV hit *Shark Tank*, and serial entrepreneur Mark Timm take you on a journey that radically redefines what it means to truly succeed—at work, at home, and in every area of life. On one of the best days of his life as an entrepreneur, Mark Timm found himself sitting in his car at the end of his driveway. In just a minute he would go into the house and greet his wife and children. But as he basked in the success he'd just had, he also had to face a surprising realization: he didn't really want to go home. Mark knew that once he stepped into the happy chaos of his family, the euphoria of the day would evaporate. His work life and his home life might as well have been two different worlds. And at that moment, he acknowledged—as he puts it—that "my businesses were getting my first and my best, while my family got my last and my least." *Mentor to Millions* charts Mark's journey from that pivotal moment to a whole new understanding of how work, life, and relationships can coexist and thrive together. His guide through this journey: his accomplished mentor, Kevin Harrington, one of the original "sharks" from *Shark Tank*, who shares amazing stories and imparts invaluable wisdom about how to win in business and in every area of life. This deeply personal, easy-to-follow book invites you to join Mark and Kevin on the journey. Every page pulls back the curtain on entrepreneurship at the highest level, revealing priceless business lessons—which lead to the biggest lesson of all: combining the best of business, family, and personal life. If you're succeeding in business, struggling, or just starting out, and want your life at home to be what you've always dreamed it can be, this is the lesson you need to learn: the most valuable business you'll ever own, work for, or be a part of isn't the business you go to every day, it's the one you go home to.

Written to reflect the realities of today's business environment, *Power Mentoring* is a nuts-and-bolts guide for anyone who wants to create a connection with a protégé or mentor, or to improve a current mentoring relationship. Filled with illustrative examples and candid insights from fifty of America's most successful mentors and protégés, *Power Mentoring* unlocks the secrets of great mentoring relationships and shows how anyone (including those who are well established in their careers, or those who are just starting out) can become a successful mentor or protégé. Based on compelling interviews from Ellen Ensher and Susan Murphy's own research, this important resource explains what it takes to develop a "power mentoring" network consisting of a variety of mentors across a range of organizations and industries. The authors provide strategies for establishing such power mentoring relationships, outline the best practices, and offer insights from mentors and protégés in a variety of fields including technology, politics, and the media.

Twenty Years After Creating The Phenomenal Bestselling Classic *The One Minute Manager*, Ken Blanchard Returns To Its Roots With The Most Powerful And Essential Title In The Series As He Explores The Skills Needed To Empower Yourself To Success. In This Captivating Business Parable, Bestselling Author Ken Blanchard Tells The Story Of Steve, A Young Advertising Executive Who Is About To Lose His Job. During A Series Of Talks With A Gifted Magician Named Cayla, Steve Comes To Realize The Power Of Taking Responsibility For His Situation And Not Playing The Victim. Passing Along The Knowledge She Has Learned From The One Minute Manager, Cayla Teaches Steve The Three Tricks Of Self Leadership. These Three Techniques Not Only Empower Him To Keep His Job, But Give Him The Skills He Needs To Keep Growing, Learning, And Achieving. The Primary Message Of Self-Leadership And The One Minute Manager Is That Power, Freedom, And Autonomy Come From Having The Right Mindset And The Skills Needed To Take Personal Responsibility For Success.

The On-Time, On-Target Manager

One Minute After You Die

Refire! Don't Retire

Whale Done!

Become a 21st Century Executive

The Secret to Creating and Sustaining a Successful Business

On Being a Mentor to Students in Science and Engineering

Bring a renewed sense of purpose to the next chapter of your life with the New York Times bestselling author's guide to thriving in retirement. Many people see their later years as a time to endure rather than as an exciting opportunity. Yet research and common sense confirm that people who embrace these years with energy and gusto consistently find them to be rich and rewarding. In *Refire! Don't Retire*, Ken Blanchard and Morton Shaevitz offer inspiring insight and thought-provoking questions to help people make the rest of their lives the best of their lives. In the trademark Ken Blanchard style, the authors tell the compelling story of Larry and Janice Sparks, who discover how to see each day as an opportunity to enhance their relationships, stimulate their minds, revitalize their bodies, and grow spiritually. As they learn to be open to new experiences, Larry and Janice rekindle passion in every area of their lives. Readers will find humor, practical information, and profound wisdom in *Refire! Don't Retire*. Best of all, they will be inspired to make all the years ahead truly worth living. Draws on biblical principles to offer insights into the key concepts of mentor leadership, focusing on the importance of building meaningful relationships with others to significantly impact team performance.

"One minute after you die you will either be elated or terrified. And it will be too late to reroute your travel plans." Death comes to all, and yet death is not the end. For some, death is the beginning of unending bliss, for others, unending despair. In this latest edition of the bestselling book *One Minute After You Die*, Pastor Erwin W. Lutzer weighs the Bible's words on life after death. He considers: Channeling, reincarnation, and near-death experiences What heaven and hell will be like The justice of eternal punishment Trusting in God's providence Preparing for your own final moment Though the afterlife is shrouded in mystery, the Bible does peel back the curtain. Dr. Lutzer will help you understand what is on the other side. May the reality of eternity quicken and comfort you today.

A compendium of straightforward techniques on how to accentuate the positive and redirect the negative, increasing productivity at work and at home. What do your people at work and your spouse and kids at home have in common with a five-ton killer whale? Probably a whole lot more than you think, according to top business consultant and mega-bestselling author Ken Blanchard and his coauthors from SeaWorld. In this moving and inspirational new book, Blanchard explains that both whales and people perform better when you accentuate the positive. He shows how using the techniques of animal trainers -- specifically those responsible for the killer whales of SeaWorld -- can supercharge your effectiveness at work and at home. When gruff business manager and family man Wes Kingsley visited SeaWorld, he marveled at the ability of the trainers to get these huge killer whales, among the most feared predators in the ocean, to perform amazing acrobatic leaps and dives. Later, talking to the chief trainer, he learned their techniques of building trust, accentuating the positive, and redirecting negative behavior -- all of which make these extraordinary performances possible. Kingsley took a hard look at his own often accusatory management style and recognized how some of his shortcomings as a manager, spouse, and father actually diminish trust and damage relationships. He began to see the difference between "GOTCha" (catching people doing things wrong) and "Whale Done!" (catching people doing things right). In *Whale Done!*, Ken Blanchard shows how to make accentuating the positive and redirecting the negative the best tools to increase productivity, instead of creating situations that demoralize people. These techniques are remarkably easy to master and can be applied equally well at home, allowing readers to become better parents and more committed spouses in their happier and more successful personal lives.

How to Find and Work With a Mentor--And Why You'll Benefit from Being One

It All Matters

Lessons from the Greatest Leadership Role Model of All Time

How a "Last-Minute Manager" Conquered Procrastination

How to be an Effective Leader and Manager in Today's Changing World

How to increase productivity, foster talent, and encourage success

Frida in America