

## Personal Development

### The 7 Habits of Highly Effective People (audio cassettes)

Stephen Covey

- Be Proactive
- Begin with the End in Mind
- Put First Things First
- Think Win-Win
- Seek First to Understand, Then to be Understood
- Synergize
- Sharpen the Saw

See reviews at:

<http://www.amazon.com/Habits-Highly-Effective-People/dp/0671708635>

### ACA Ethical Standards Casebook

Barbara Herlihy & Gerald Corey

- Designed to provide a foundation for analytic evaluation of the standards
- Guidance in applying principles with diverse client populations
- Vignettes
  - Stimulate discussion
  - Distinguish ethical practice from questionable or unethical practice
- 19 case studies
  - Clarify complex areas of ethical conduct
- Study guide
- Self inventory of attitudes and beliefs about ethical issues

### Awaken the Giant Within (How to Take Immediate Control of Your Mental, Emotional, Physical, and Financial Destiny!)

Anthony Robbins

- Effective strategies and techniques for mastering your emotions, body, relationships, finances, and your life.
- Step by step program
  - Lessons of self-mastery

See reviews at:

[http://www.sciencedaily.com/cgi-bin/apf4/amazon\\_products\\_feed.cgi?Operation=ItemLookup&ItemId=0671791540](http://www.sciencedaily.com/cgi-bin/apf4/amazon_products_feed.cgi?Operation=ItemLookup&ItemId=0671791540)

## Becoming a Critical Thinker

Vincent Ryan Ruggiero

- Reader is challenged to immediately use methods and techniques for becoming a more thorough thinker
- Students are asked to participate in activities, both in the text and on the web site
- Exercises and quizzes throughout the book

For more details:

<http://www.amazon.com/Becoming-Critical-Thinker-Master-Student/dp/0618527834>

## Becoming a Master Student (Tools, Techniques, Hints, Ideas, Illustrations, Examples, Methods, Procedures, Processes, Skills, Resources, and Suggestions for Success)

Dave Ellis

- Instructor's edition
- Exercises, journal entries, tips, self inventories,
- Time, memory, reading, notes, tests, diversity, thinking, writing, relationships, money and health,
- Quiz at the end of each chapter

See reviews at:

[http://www.amazon.com/Becoming-Master-Student-David-Ellis/dp/0618206787/sr=1-1/qid=1162482633/ref=pd\\_bbs\\_1/103-9171140-2786204?ie=UTF8&s=books](http://www.amazon.com/Becoming-Master-Student-David-Ellis/dp/0618206787/sr=1-1/qid=1162482633/ref=pd_bbs_1/103-9171140-2786204?ie=UTF8&s=books)

## Beware the Naked Man who Offers You His Shirt (Do What You Love, Love What You Do, and Deliver More Than You Promise)

Harvey Mackay

- How to's, insights, self-tests
- Do What You Love
  - Caring is contagious
  - Add courage to your career
- Love What You Do
  - Strategies
  - Tips on how to "take this job and love it"
  - An employment contract that works for everybody
- Deliver More Than You Promise
  - Corporate climate inventory test
  - Quiz for managers

See reviews at:

<http://www.amazon.com/Beware-Naked-Offers-His-Shirt/dp/0449911845>

### Building On your Best

Rhonda J. Montgomery, Patricia G. Moody & Robert M. Sherfield

- To help new college students succeed in college
- Activities and journal entries
- Each unit begins with stories of students discussing issues found within the text
- Separate double entry journal for the instructor and student

### Burn Brightly without Burning Out (Balancing Your Career With the Rest of Your Life)

Dick Biggs

- How to lead a balanced lifestyle

### Can You Pass These Tests? (The Toughest Tests You'll Never Have to Take, But Always Wanted to Try)

Selected by Allen D. Bragdon

- A collection of real-life tests with answers included
- Examples:
  - Harvard US History Final Exam
  - New York City Hack Licence
  - California Wine Wizard Certificate
  - Baseball Umpire

See reviews at:

<http://www.amazon.com/Can-you-pass-these-tests/dp/0060961864>

### Center for Values and Service (A Prayer Book)

Fr. Timothy Brown, S.J.

- Book of prayers

### Christ Among Us (A Modern Presentation of the Catholic Faith for Adults)

Anthony Wilhelm

- Discussion at the end of each chapter
- Further reading/further viewing/listening
- Relevant to daily life
- Personal reflections
- Focuses on accepted Catholic teachings

## Deengineering the Corporation (Leading Growth from Within)

Lance A. Berger, Martin J. Sikora & Dorothy R. Berger

- Change management model for leading growth
- Deengineering checklist to build foundation for growth
- Case studies illustrating how deengineering for growth works in companies
- Elements and structures for building a nimble, growth minded organization
- Dimensions of the change-responsive person
- Role models for organizational growth

For more details:

<http://www.lanceberger.com/Deengineering.shtml>

## Documents of the Thirty-Fourth General Congregation of the Society of Jesus

- The mission
- Aspects of Jesuit life for mission
- In the Church
- Dimensions and sectors of the mission
- Structures of government

## Don't Sweat the Small Stuff... and It's All Small Stuff (Simple Ways to Keep the Little Things from Taking Over Your Life)

Richard Carlson, Ph.D

- Ways to calm down
- Put things in perspective
- Make your actions more peaceful and caring etc

See reviews at:

<http://www.amazon.com/Sweat-Small-Stuff-small-Stuff/dp/0786881852>

## Dream Big (Finding the Courage to Follow your Dreams and Laugh at Your Nightmares)

Lisa Hammond

- Book for women about following dreams

See reviews at:

<http://www.amazon.com/Dream-Big-Lisa-Hammond/dp/1573249556>

## Effective Delegation (The Essential Guide to Thinking and Working Smarter)

Chris Roebuck

- Improve delegation skills
- Put yourself in control by getting your team to work more effectively
- Give yourself more time for your work
- Improve team performance
- Develop the skills and confidence of your team as you delegate responsibility

See reviews at:

<http://www.amazon.com/Effective-Communication-Chris-Roebuck/dp/0814470203>

## Empowerment (Achieving Peak Performance through Self-Leadership)

Ken Blanchard & Susan Fowler Woodring

- Practical skills of self-leadership

## Essential Spirituality (The 7 Central Practices to Awaken Heart and Mind)

Robert Walsh, M.D., Ph.D.

- Forward by the Dalai Lama
- Integrates spiritual principles of Buddhism, Christianity, Hinduism, Islam, Judaism, and Taoism
- Stories, exercises, meditations, myths, case histories, prayers, and practical advice

For more details:

<http://www.powells.com/biblio?show=TRADE%20PAPER:USED:0471392162:7.95>

## Fall in Love With Your Future (Exploring the Path to a Meaningful Life)

Ron and Mary Beshear

- Decisions and life skills that lead to purpose and contentment

## Feel the Fear and Do it Anyway (Dynamic Techniques for Turning Fear, Indecision, and Anger Into Power, Action, and Love)

Susan Jeffers, Ph.D.

- What we are afraid of and why
- How to move from “victim” to “creator”
- The secret of making “no lose” decisions
- The vital 10-step process that helps you outtalk the negative “chatterbox” in your brain

- How to create more meaning in your life

For more details:

<http://www.amazon.com/Feel-Fear-Anyway-Susan-Jeffers/dp/0449902927>

### Get Up and Off Your Butt & Do It Now! (Staying Motivated Even When You Don't Feel Like It)

Jermaine M. Davis

- Identify the 10 barriers that block success and how to prevent them from happening to you
- Master the 3 keys to staying motivated even when you feel like giving up and quitting
- Grasp the meaning of the 8 steps and maintain motivation as a successful person
- Define your Purpose... Develop a clear Vision, set and prioritize your goals in life, school and work.

### The Courage to Teach (A Guide for Reflection and Renewal)

Rachel C. Livsey in collaboration with Parker J. Palmer

### The Grantwriter's Start-Up Kit (A Beginner's Guide to Grant Proposals) and Video

Successful Images, Inc.

- Video
  - Key elements of a winning proposal
- Workbook
  - Thinking like a grantwriter
  - Begin gathering information you need to write a proposal
  - Start-Up exercises
    - Translate organization's mission into a language that speaks to grantmakers
  - Resource guide
    - Video highlights
    - Samples of proposal elements
    - Tips on strategy and structure

For more details:

<http://www.josseybass.com/WileyCDA/WileyTitle/productCd-0787952338.html>

## Great Quotes from Great Sports Heroes

Compiled by Peggy Anderson

- Small book of quotes

See reviews at:

<http://www.amazon.com/Great-Quotes-Sports-Heroes/dp/1564142876>

## Great Quotes from Great Women

Compiled by Peggy Anderson

- Small book of quotes

See reviews at:

[http://www.amazon.com/Great-Quotes-Women-Peggy-Anderson/dp/1564142884/sr=1-1/qid=1164906987/ref=pd\\_bbs\\_sr\\_1/105-3558165-7206849?ie=UTF8&s=books](http://www.amazon.com/Great-Quotes-Women-Peggy-Anderson/dp/1564142884/sr=1-1/qid=1164906987/ref=pd_bbs_sr_1/105-3558165-7206849?ie=UTF8&s=books)

## How to Delegate

Robert Heller

- Practical techniques show you how to free your time, motivate your staff, brief effectively, and enrich your job
- Clear text and illustrations cover every aspect of formal and informal delegation
- Simple checklists enable you to be fully prepared throughout the delegation process
- Accessible charts and flow diagrams explore different options for action and provide useful examples

See reviews at:

<http://www.amazon.com/Delegate-Essential-Managers-Robert-Heller/dp/0789428903>

## How to Get Your Message Across (A Practical Guide to Power Communication)

Dr. David Lewis

- Effectively use body language to get a point across
- Give an authoritative delivery, even when your text is ill-prepared
- Use diplomatic strategies to circumvent controversial issues
- Recover swiftly from a case of “foot-in-mouth”

See reviews at:

[http://www.amazon.com/How-Your-Message-Across-Communication/dp/0285633678/sr=8-1/qid=1172631922/ref=sr\\_1\\_1/102-9647994-2030568?ie=UTF8&s=books](http://www.amazon.com/How-Your-Message-Across-Communication/dp/0285633678/sr=8-1/qid=1172631922/ref=sr_1_1/102-9647994-2030568?ie=UTF8&s=books)

## How to Set and Achieve Goals (Getting Focused and Motivated to Take Immediate, Effective Action) AUDIO

Bobbe Sommer

- 5 year technique and the right/left brain approach: 2 goal-starting exercises
- A ready-to-use goal-setting system called SMART
- Approaches to overcome mistakes and setbacks
- Ways to check progress, stay motivated, and keep your commitment strong over the long run

## How to Speak and Listen Effectively

Harvey A. Robbins

- Do-it-yourself guide to skill-building and personal improvement
- Self-quizzes, checklists, definitions, case studies, action plans

## How to Win Friends and Influence People

Dale Carnegie

- 6 ways to make people like you
- 12 ways to win people to your way of thinking
- 9 ways to change people without arousing resentment

For more information:

<http://www.westegg.com/unmaintained/carnegie/win-friends.html>

## How to Zing! Your Life and Leadership (21 Insights on Maximizing Your Influence)

Nancy Hunter Denney

- Inspirational strategies, laws, lessons, habits, and a few “fish tales”
- 21 insights on how to maximize your charismatic potential and enhance your ability to influence others

For more information:

<http://www.zingbook.com/forward.html>

## Iacocca (An Autobiography)

Lee Iacocca

- Business memoir
- Chairman who saved Chrysler from bankruptcy

For more information:

<http://www.scottmanning.com/archives/000451.php>

## Making Your Mark

Lisa Fraser

- Career directions
- Time management tips
- Preparing for exams
- Papers, reports, and assignments
- Study hints and shortcuts
- Notetaking tips
- College survival skills

For more information:

<http://www.makingyourmark.com/>

## Managing Quality Customer Service (A Practical Guide for Establishing a Service Operation)

William B. Martin, Ph.D.

- 5 stages of customer service management cycle
- Define and determine your service niche
- How to build a winning customer service team
- How to provide proactive customer service problem solving

## Managing the Future (10 Driving Forces of Change for the Next Century)

Robert B. Tucker

- Recounts great corporate triumphs and disasters of the last several decades
- What it takes to keep your business ahead of the pack

## Managing to Have Fun

Matt Weinstein

- How recognition and appreciation can play a vital role in boosting morale and productivity among employees

- Step-by-step plan for building an enthusiastic, high-performance team and offers hundreds of tried and true techniques for enhancing employee satisfaction and personal pride

See reviews at:

<http://retailindustry.about.com/library/weekly/aa011400a.htm>

### Motivating Yourself (Recharging the Human Battery)

Mac Anderson

- Motivational strategies and stories

### On Course (Strategies for Creating Success in College and in Life)

Skip Downing

- Hands-on approach to life and study skills
- Teaches you to assess strengths and weakness
  - Make adjustments
  - Select goals
  - Work effectively
- Journal entries, companion website
- 2 facilitator's manuals

See reviews at:

<http://www.amazon.com/Course-Strategies-Creating-Success-College/dp/0618379770>

### Personal Power (How to Find and Use Your Hidden Talents) AUDIO

Lisa Ford

- Project personal best in business and in life

### Remedial Genius (Think and Learn Like a Genius With the Five Principles of Knowledge)

Derek Cabrera

- Principles we use to create knowledge, to think, to learn, and to generate new ideas and innovations
- Entertaining stories, layman's descriptions

See reviews at:

[http://www.amazon.com/Remedial-Genius-Think-Principles-Knowledge/dp/0970804504/sr=8-1/qid=1172632704/ref=sr\\_1\\_1/102-9647994-2030568?ie=UTF8&s=books](http://www.amazon.com/Remedial-Genius-Think-Principles-Knowledge/dp/0970804504/sr=8-1/qid=1172632704/ref=sr_1_1/102-9647994-2030568?ie=UTF8&s=books)

## Roadmap to Riches on \$12.50 Per Week (First Steps to Financial Freedom)

Donna Whitley

- Strategies to learn how to control your money

## Self-Esteem & Peak Performance AUDIO

Jack Canfield

- Live life with energy and optimism
- Feel good about yourself and others

## Sex on Your Terms

Elizabeth Powell

- What to say to explain your limits, to repel sexual pressure, to avoid being falsely accused, to escape disease
- 

See reviews at:

<http://www.amazon.com/Sex-Your-Terms-Elizabeth-Powell/dp/0205179258>

## Storytelling for Grant Seekers (The Guide to Creative Nonprofit Fundraising)

Cheryl A. Clarke

- Craft a persuasive synopsis
- Package a compelling story
- Create a short story approach

For more information:

<http://www.josseybass.com/WileyCDA/WileyTitle/productCd-0787956309.html>

## Study Skills for Learning Power

Regina Hellyer, Carol Robinson & Phyllis Sherwood

- Concise text that guides students through learning and self-discovery
- Interactive exercises, reflective journal questions, stimulating group activities
- Study skills exercises including time management, note taking, reading, and test taking
- Information on learning styles, motivations, and personality

See reviews at:

[http://www.amazon.com/Study-Skills-Learning-Regina-Hellyer/dp/0618046577/sr=1-2/qid=1172632965/ref=pd\\_bbs\\_2/102-9647994-2030568?ie=UTF8&s=books](http://www.amazon.com/Study-Skills-Learning-Regina-Hellyer/dp/0618046577/sr=1-2/qid=1172632965/ref=pd_bbs_2/102-9647994-2030568?ie=UTF8&s=books)

## A Survival Guide for the Elementary/Middle School Counselor

John J. Schmidt, Ed.D.

- Build a comprehensive counseling program
- Provide essential services
- Assist in curriculum guidance
- Reach out to special populations
- Intervene in crises
- Work with staff and parents

For more information:

<http://www.lib.msu.edu/corby/reviews/posted/schmidt.htm>

## Take Time for Your Life (A 7 Step Program for Creating the Life You Want)

Cheryl Richardson

- How to regain control and make conscious decisions about the future you'd like to create
- Useful exercises, checklists, personal stories, and a wealth of resources

For more information:

[http://www.bookbrowse.com/reviews/index.cfm?book\\_number=558](http://www.bookbrowse.com/reviews/index.cfm?book_number=558)

## Thinking Critically

John Chaffee

- Become an active learner
- Become a critical thinker
- Live creatively
- View situations from different perspectives
- Solve complex problems
- Use language effectively
- Evaluate arguments
- Compose an argumentative paper

## The Art of Being Fully Human AUDIO

Leo Buscaglia

- Strive to become fully you
- Follow dreams, take risks

See reviews at:

[http://www.amazon.com/Art-Being-Fully-Human-Buscaglia/dp/067152061X/sr=8-1/qid=1172633342/ref=sr\\_1\\_1/102-9647994-2030568?ie=UTF8&s=books](http://www.amazon.com/Art-Being-Fully-Human-Buscaglia/dp/067152061X/sr=8-1/qid=1172633342/ref=sr_1_1/102-9647994-2030568?ie=UTF8&s=books)

## The Big Book of Stress Relief Games (Quick, Fun Activities for Feeling Better)

Robert Epstein, Ph.D.

- Helps alleviate high-pressure situations at home and at work
- Goes beyond relaxation exercises with stress-fighting life-planning and life-organization activities
- Can be used by individuals or groups
- Includes 50 activities and techniques, most requiring less than 5 minutes

See reviews at:

<http://www.amazon.com/Big-Book-Stress-Relief-Games/dp/customer-reviews/0070218668>

## The Big Book of Motivation Games (Quick, Fun Activities for Energizing People at Work and at Home)

Robert Epstein, Ph.D. with Jessica Rogers

- Jump-start personal as well as team motivation
- Use color to boost mood and energy
- Create a motivational environment
- Fight boredom and burnout
- Boost performance
- Overcome failure
- Stop procrastination

See reviews at:

[http://www.amazon.com/Big-Book-Motivation-Games/dp/0071372342/sr=8-1/qid=1172633455/ref=pd\\_bbs\\_sr\\_1/102-9647994-2030568?ie=UTF8&s=books](http://www.amazon.com/Big-Book-Motivation-Games/dp/0071372342/sr=8-1/qid=1172633455/ref=pd_bbs_sr_1/102-9647994-2030568?ie=UTF8&s=books)

## The Complete Negotiator

Gerard I. Nierenberg

- Practical step-by-step method for negotiating
- Analyze your opponent's and your own needs
- Move an entire negotiation toward mutually satisfying terms
- Understand and relate to feedback messages—verbal and nonverbal
- Effectively relate in all life's situations—with business associates, spouse, children, friends
- Guide yourself ethically in all negotiations

The Genius of Sitting Bull (13 Heroic Strategies for Today's Business Leaders)

Emmett C. Murphy

- Thirteen step blueprint for becoming a heroic leader
- An inspiring exploration of the leadership techniques of Sitting Bull
- Stirring case studies of today's business executives who personify the heroic example

The Gregg Reference Manual

William A. Sabin

- Grammar, Usage, and Style
- Techniques and Formats
- References

The Insider's Guide to Grantmaking (How Foundations Find, Fund, and Manage Effective Programs)

Joel J. Orosz

The Magic Lamp (Goal Setting For People Who Hate Setting Goals)

Keith Ellis

The Most Important Thing I Know (Life Lessons from Colin Powell, Stephen Covey, Maya Angelou, and Over 75 Other Eminent Individuals)

Compiled by Lorne A. Adrain

- Handwritten notes from some of the world's leaders and achievers

The Power of Positive Thinking

Norman Vincent Peale

- Break the worry habit
- Get other people to like you
- Energize your life
- Avoid "the jitters" in your daily work
- Believe in yourself
- Live a controlled, relaxed life
- Build new power and determination
- Develop the power to reach your goals

## The Secret Language of Success (Using Body Language to Get What You Want)

David Lewis

- Make a powerful impression on others
- Sell yourself during an interview
- Feel more confident in social situations
- Persuade others to adopt your viewpoint
- Communicate your ideas more powerfully
- Develop fulfilling relationships
- Take charge without being overbearing
- Learn how to know what others are really thinking
- Discern and defuse hostility in others
- Recognize love-signs and power games

## Total Recall (How to Maximize Your Memory Power)

Joan Minninger, Ph.D.

- Tricks to remembering dates and numbers
- Valuable study tips for exams
- Strategies for remembering what you read and hear
- Ways to conquer emotional blocks to your memory
- Information for improving your memory through nutrition
- Techniques for devising memory systems
- Tips on how to rehearse a role, a speech, or anything you must memorize

## What Do I Say Next? (Talking Your Way to Business and Social Success)

Susan Roane

- The art of conversation
  - Do's and don'ts
  - Easy solutions

## When Hope and Fear Collide (A Portrait of Today's College Student)

Arthur Levine & Jeanette S. Cureton

- Information and tools for those who deal with students on a regular basis
- Help student chart a meaningful course through college

## You Are the Message (Getting What You Want by Being Who You Are)

Roger Ailes with Jon Kraushar

- Powerful and persuasive communication
- How to fuse vocabulary, voice, body language, facial expressions, and attitude

## You Can Be Positive, Confident, and Courageous (Learn to lead a More Meaningful Life)

Aaron Lumpkin

- Develop positive self-esteem and a dynamic self-image
- Conquer negative thoughts and destructive behavior patterns
- Overcome feelings of low self-worth, a directionless future, and lack of courage