



[Effective Time Management: Clear the Clutter and Focus on What's Important](#) by Catherine Mattiske

Made for Success © 2011 (90 pages)

Combining self-study with workplace activities to provide you with key skills and techniques of effective time management, this book will show you tips, tricks and techniques to ensure a positive return on your investment in time, increasing success in both your work and personal life.



[Measuring the Success of Organization Development: A Step-by-Step Guide to Measuring Impact and Calculating ROI](#)

by Patricia Pulliam Phillips, Jack J. Phillips and Lizette Zuniga  
Association for Talent Development © 2013 (252 pages)

ISBN: 9781562868734

An examination of the strategic role of organizational development (OD), this detailed guide explains the reasons for measuring OD efforts, and proposes a framework for measuring effectiveness.



[Negotiating at Work: Turn Small Wins into Big Gains](#)

by Deborah M. Kolb and Jessica L. Porter

Jossey-Bass © 2015 (288 pages)

ISBN: 9781118352410

Offering practical advice for managing your own workplace negotiations, this book is rooted in real-life cases of professionals from a wide range of industries and organizations, both national and international.



[When the Pressure's On: The Secret to Winning When You Can't Afford to Lose](#) by Louis S. Csoka

AMACOM © 2016 (225 pages)

ISBN: 9780814436103

Drawing on decades of research, this book offers you peak performance techniques, examples, assessments, and the latest insights from the fields of biofeedback and neuroscience that will make the presented five-point training program clear and easy to perform.



[Accountability Raises Employee Performance](#) by Peter Bregman

Peter Bregman © 2016 (3 min)

Help employees bring their best performances through accountability.



[Building Trust and Credibility](#) by Belle Halpern

Belle Halpern © 2016 (2 min)

Leaders build trust and credibility by making their values come alive for others.



[Buyers Are in Charge—Use Technology That Helps Them](#)

by David Meerman Scott

David Meerman Scott © 2016 (2 min)

Salespeople aren't in charge anymore; buyers are.



[Create Cultures of Inclusion](#) by Erica Dhawan

Erica Dhawan © 2016 (4 min)

Creating cultures of inclusion means creating an equal playing ground where anyone can bring ideas to the table and where their unique perspectives will be valued.



[Leading With Emotional Courage](#) by Peter Bregman

Peter Bregman © 2016 (4 min)

Leaders don't fail because of ignorance; they fail because they lack emotional courage.