



**Financial statements hold the key to a company's fiscal health—so learn to read them! In order to gauge a company's health—as well as the competition's—managers must know how to properly read and understand financial statements. The Business Owner's Guide to Reading and Understanding Financial Statements will introduce managers and business owners to various types of financial statements and explain why they are important. Serving as a desktop reference, especially for managers without a strong background in finance, this book will discuss the difference between internal and external financial statements and explain how they can be used for financial decision-making in order to avoid common missteps. Whether you're planning for major capital projects or simply managing the fiscal aspects of your department, this nontechnical, results-driven guide will arm you with the fundamentals to: Understand the budget process and why it is important Manage assets and track inventory Gauge profitability Monitor success throughout the year using internal reporting Set prices and make key cost decisions Financial statements are essential to determining a company's fiscal health. Understand where your company stands so that you can make informed decisions about its future.**

**Offers advice and practical examples of techniques for developing leadership skills, including identifying creative approaches, setting goals, taking risks, and supporting ideas**

**One Size Does Not Fit All! Professional success, more often than not, means becoming a manager. Yet nobody prepared you for having to deal with messy tidbits like emotions, conflicts, and personalities—all while achieving ever-greater goals and meeting ever-looming deadlines. Not exactly what you had in mind, is it? Don't panic. Devora Zack has the tools to help you succeed and even thrive as a manager.**

**Drawing on the Myers-Briggs Type Indicator, Zack introduces two primary management styles—thinkers and feelers—and guides you in developing a management style that fits who you really are. She takes you through a host of potentially difficult situations, showing how this new way of understanding yourself and others makes managing less of a stumble in the dark and more of a walk in the park. Her enlightening examples, helpful exercises, and lifesaving tips make this book the new go-to guide for all those managers looking to love their jobs again.**

**If you want to accomplish what's important to you, discipline and willpower won't get you where you need to go. In this iconoclastic new book, Susan Fowler reveals compelling insights and actions to help you master and maintain your motivation. Motivation is at the heart of everything you do and everything you want to do but don't. Unfortunately, the ways we typically motivate ourselves don't work. Relying on sheer determination eventually becomes exhausting—it's not sustainable. And even setting goals can backfire—if you're not setting them for the right reasons. Susan Fowler says motivation is energy, and what matters is the quality, not the quantity. Traditional “motivators” such as fear, guilt, or the promise of a reward provide low-quality, short-term energy. Drawing on the latest empirical research, she proves that high-quality, optimal motivation is a skill that you can learn and apply. Science tells us that satisfying three basic needs—for choice, connection, and competence—is essential to optimal motivation. You need to feel like you've picked your path, not that you're being driven down it. Your goal should be linked to people or a purpose meaningful to you. And you want to continually learn and grow.**

**Through practical exercises and eye-opening stories, Fowler shows you how to identify and shift the quality of your motivation. The skill to master your motivation is important—it may be your greatest opportunity to evolve, grow in wisdom, and be the light the world so desperately needs.**

**Master Your Motivation**

**The New One Minute Manager**

**Self Leadership and the One Minute Manager**

**10 Traits of Great Leadership in Business and Life**

**Putting the One Minute Manager to Work**

**The 3 Keys to Empowerment**

**In Leading at a Higher Level**, Updated Edition, Blanchard and his colleagues bring together everything they've learned about world-class leadership. You'll discover how to create targets and visions based on the "triple bottom line"…and make sure people know who you are, where you're going, and the values that will guide your journey. From start to finish, this book extends Blanchard's breakthrough work on delivering legendary customer service, creating "raving fans," and building "Partnerships for Performance" that empower everyone who works for and with you. Updated throughout, this new edition contains two powerful, important new chapters: one on coaching to create higher-level leaders, and another on creating a higher-level culture throughout your organization. It also offers the definitive, most up-to-date techniques for leading yourself, individuals, teams, and entire organizations. Most importantly, it will help you dig deep within, discover the personal "leadership point of view" all great leaders possess—and apply it throughout your entire life. In *Helping People Win at Work*, WD-40 Company President/CEO Garry Ridge reveals how his company has used Blanchard's techniques to "Partner for Performance" with every employee, and achieve unprecedented levels of employee engagement and commitment. Ridge introduces WD-40's performance review system, explaining its goals, its features, and the cultural changes it required. Next, Ridge shares his "leadership point of view": what he expects of people, what they can expect of him, and where his beliefs about leadership and motivation came from. Finally, in *Part IV*, Ken Blanchard explains why WD-40's Partnering for Performance program works so well and how it can work for you, too. This book isn't about cheerleading: it's about transforming performance review one step at a time and reaping record-breaking results!

**The Make It Happen Journey** creates a culture of kingdom empowerment based on team-centered values that reach people in the marketplace and help them unleash their extraordinary God-given potential. Since the book is written to a secular corporate business audience, the verbiage used is the "make it happen" language of business. The team values highlighted are defined as Make It Happen Team Values, and each value is based upon faith principles that can be applied to real life and business. Some Examples of the Make It Happen Team Values Are: People Are Led by Servant Leaders People Are Service Enthusiasts Take Calculated Risks in the Pursuit of Excellence Work Extremely Hard and Have Lots of Fun Celebrate Individual and Team Accomplishments with Abundance Mentality

Top leadership researcher, consultant, and coach Susan Fowler says stop trying to motivate people! It's frustrating for everyone involved and it just doesn't work. You can't motivate people—they are already motivated but generally in superficial and short-term ways. In this book, Fowler builds upon the latest scientific research on the nature of human motivation to lay out a tested model and course of action that will help leaders guide their people toward the kind of motivation that not only increases productivity and engagement but that gives them a profound sense of purpose and fulfillment. Fowler argues that leaders still depend on traditional carrot-and-stick techniques because they haven't understood their alternatives and don't know what skills are necessary to apply the new science of motivation. Her *Optimal*

*Motivation process* shows leaders how to move people away from dependence on external rewards and help them discover how their jobs can meet the deeper psychological needs—for autonomy, relatedness, and competence—that science tells us result in meaningful and sustainable motivation. *Optimal Motivation* has been proven in organizations all over the world—Fowler's clients include Microsoft, CVS, NASA, the Catholic Leadership Institute, H&R Block, Mettel, and dozens more. Throughout the book, she illustrates how each step of the process works using real-life examples. Susan Fowler 's book is the groundbreaking answer for leaders who want to get motivation right!

**Gain the Mindset and Skillset for Getting What You Need to Succeed**

**10 Common Sense Leadership Strategies from a Life at Disney**

**Service, Stewardship, Spirit, and Servant-Leadership**

**Devil in the Details**

**Leading in the Age of Empowerment**

**The New Science of Leading, Energizing, and Engaging**