

Resources

(No particular order)

The resources below are titles from among my personal library which I often refer to in my work with business, life, and relationship clients. Sadly due to a flood a few years ago, many of my books and resources were damaged beyond saving. These are a few from my remaining books, roughly 250, that are preferred resources that I use in coaching and training.

Even though these resources are phenomenal in and of themselves, research has shown that Coaching increases the effectiveness of resources and training when coaching is part of the change strategy. (“... coaching increased performance four – and – a half times as much as training alone. (Oliver et. al. 1997, and Strayer and Rossett, 1994) See Leadership Coaching: Stoltzfus pg. 38

The Slight Edge by Jeff Olson

“Everything is always in motion. Every day, every moment, your life path is either curving upward, or curving downward. ... People on the success curve or pulled by the future. People on the failure curve are pulled by the past.” Pg. 158 ... “Either you let go of where you are and get to where you could be , or you hang on to where you are and give up where you could be. You are either going for your dreams or giving up your dreams. Stretching for what you could be, or settling for what you are. ... Successful people do what unsuccessful people are not will to do, and that often means living outside the limits of one’s comfort zone.” Pg. 166 - 167

The Power of Habit by Charles Duhigg

“How do habits change?...We know that a habit cannot be eradicated – it must, instead, be replaced...for a habit to changed, people must believe change is possible. And most often, that belief only emerges with help from a group” Pg. 92

Talk Like TED by Charles Gallo

“The most popular TED speakers share something in common with the most engaging communicators in any field-a passion, an obsession they must share with others. The most popular TED speakers don’t have a ‘Job’. They have a passion an obsession, a vocation, but not a job. These people are called to share their ideas”. Pg. 18-19

“For years I started with the same question during my coaching sessions with my client-‘What are you passionate about?’ In the early stage of building a story, I don’t care about the product as much as I care about why the speaker is fired up about the product or service.” Pg 19

Truth at Work by Mark Murphy

Note: One thing among many things I like about this book, is that 'The Conclusion', beginning on page 187, is a synopsis of the book and its guiding principles. Once you've read the book and want to apply a specific idea, you can quickly and easily find the segment. I've often used the 'FIRE' model (Pg. 45) in business and relationship coaching. I actually have the client draw the quadrants and apply the idea to their current situation.

Crucial Conversations by Joseph Grenny

"Two tasks in the Hazardous ½ minute.

"Within the first 30 seconds in a **Crucial Conversation** there are two things that if you do them, there's a 97% chance that you will be heard.

Help them know:

1st: "I care about your goals".

Mutual **Purpose**: I understand and value your purpose.

2nd: "You know that I care about you"

Mutual **Respect**: I respect and honor you. This speaks to intent.

Perceived intent makes people defensive.

People NEVER become defensive about WHAT you are saying, they become defensive about WHY they think you are saying it."

Just Listen Mark Goulston

"Sitting people down and lecturing them rarely works, because it makes them defensive – and when they're defensive, they hide things from you. Work side by side with them in a cooperative activity, however, and you'll lower their guard and get them to open up. That's why hostage negotiators try to get hostage takers to commit to a shared activity, such as allowing food or medical supplies into a building. It's also why the elders at an Amish barn-raising or quilting bee uncover more deep secrets than a spy in be with a drunken politician." Pg. 164

Thanks for the Feedback by Douglas Stone & Sheila Heen

“Over the years, we’ve seen thousands of leaders learn that an important key to execution is putting disproportionate energy against the leverage points by focusing on moving lead measures. If you have a big rock to move, you’re going to need a lever that is highly predictive and controllable. The bigger the rock, the more leverage you will need.” Pg. 58 “Step 1. Demonstrate Respect ... Step 2. Reinforce Accountability ... Step 3. Encourage Performance” Pg. 184 - 185

Leadership Coaching by Tony Stoltzfus

“The power of coaching is that it leverages both (information – classes, seminars, books, events, and relationship) these key ingredients of transformation, engaging the unique life circumstances of the client within the context of a transparent, growth-oriented relationship. Transformation is both experiential and relational. Pg. 33 “Coaching is extremely effective at transforming people, ...coaching is an outstanding way to accelerate growth and accomplish more, both at home and at work.” Pg. 36

Co-Active Coaching by Whitworth, Karen and Henry Kimsey-house, Sandahl

“Part of the difficulty in creating a fulfilling life starts with where clients have their attention. As they look for ways to have a more fulfilling life, they look at what they have ... and what they don’t have ... and see a gap ... and then look for something to fill the gap – something that will make their lives more fulfilling. ... As long as we continue to look for ways to have a fulfilling life, we are likely to be temporarily filled and constantly hungry Pg. 118

Your 5-Minute Personal Coach by Valorie Burton

“The instant gratification of conveniences such as email and text messages stimulate the brain. Break your procrastination-prone projects into bite-sized goals that allow you to feel you are making progress” Pg. 19

“Instead of being happy **when**, will you be happy **while**?” Pg. 21

The Five Love Languages by Gary D. Chapman

“The five love language are, Words of Affirmation, Quality time, Receiving gifts, Acts of service, and Physical touch” Pg. 10 “Your emotional love language and the language of your spouse may be as different as Chinese from English” Pg. 15 “When the emotional need for love is met, it creates a climate where the couple can deal with the rest of life in a much more productive manner.” Pg. 167

Note: Beginning on Page 191 there is a simple easy Profile for both husbands and wives (Pg. 197) to help you discover your Love Language.

Cherish by Gary Thomas

If you **cherish** your spouse, you think regularly about how you can enhance your spouse's life."

"If love is the 'Bread', to 'Cherish' is the jam"

"Learn to notice and respond to your spouses 'Bids'.

Sacred Marriage by Gary Thomas

"When there is mutual respect in marriage, selflessness becomes contagious" Pg. 68

"Patience can be formed only in the crucible of frustration-making marriage, with its multitude of tasks, one of the best schools of patience there is." Pg.233

The Seven Principles of Making Marriage Work

by John M. Gottman, Ph.D. and Nan Silver (The Love Lab)

"Although you may feel your situation is unique, we have found that all marital conflicts, ranging from mundane annoyances to all-out wars, really fall into one of two categories: Either they can be resolved, or they are perpetual, which means they will be a part of your lives forever, in some form or another. Once you are able to define your various disagreements, you'll be able to customize your coping strategies, depending on which of these two types of conflict you're having" Pg. 129 "In the strongest marriages, husband and wife share a deep sense of meaning. They don't just "get along" – they also support each other's hopes and aspirations and build a sense of purpose into their lives together. That is really what I mean when I talk about honoring and respecting each other." Pg. 23

"What can make a marriage work is surprisingly simple. Happily married couples aren't smarter, richer, or more psychologically astute than others. But in their day-to-day lives, they have hit upon a dynamic that keeps their negative thoughts and feelings about each other (which all couples have) from overwhelming their positive ones. They have what I call an emotionally intelligent marriage." Pg. 3

Note: There are so many phenomenal exercises and insights into marriage, why some flourish and others fail (Predicting divorce with 91% accuracy Pg. 2-3), and how to enhance a great marriage and how to overcome failure.

Intended for Pleasure by Dr. Ed and Gaye Wheat

“Scores of people-many of them Christians-come to my office looking for a medical solution to their particular marriage problem. While as an M.D. I can do a great deal to help medically, often there is greater need for me to first communicate biblical information which can heal wounds, restore relationships, and establish the right foundation for healthy attitudes toward sex in marriage. Knowing and understanding what God says about any phase of life leads to wholeness in that area; nowhere is this more necessary than in the sexual realm, where negative attitudes have virtually destroyed marriage relationships.” Pg. 19

Captivating by Stacy & John Eldridge

“Every woman possesses a captivating beauty. Every woman. But for most of us it has been long buried, wounded, and captive. It takes time for it to emerge into wholeness. It needs to be cultivated, restored, set free. How do we cultivate beauty? How do we become ever more beautiful? By tending to our hearts with great care, as a master gardener tends to her work” Pg. 146

Developing the Leader Within You by John Maxwell

“Leaders who are sincere don’t have to advertise the fact. It’s visible in everything they do and soon becomes common knowledge to everyone.” The only way to keep the goodwill and high esteem with everyone you work with is to deserve it” Pg. 39

The 17 Indisputable Laws of Teamwork

#14 The Law of Communication

“Communication increases connection”

“How committed are you to communicating with the other members of your team? Are you supportive of everyone, even the people who aren’t your friends? Are you open and vulnerable, even if it’s not pleasant? Are you holding a grudge against anyone on the team? If you are, you need to clear the air. If there are any barriers to good communications standing between you and another team member, you need to remove them. That is your responsibility.” Pg. 208

Start with Why by Simon Sinek

(See his book, and YouTube, TEDx, How Great Leaders Inspire Action)

Leaders Eat Last by Simon Sinek

“True trust can only exist among people. And we can only trust others when we know they are actively and consciously concerned about us. A technology, no matter how sophisticated, doesn’t care about us at all -it simply reacts to a set of variables. And the rulebook, no matter how comprehensive, cannot consider every eventuality.” Pg. 92

(Reading pages 89-92 – about Flight KH209 -sets the emotional stage this quote)

Wild at Heart by John Eldridge

“If a man does not find those things for which his heart is made, if he is never even invited to live for them from his deep heart, he will look for them in some other way” Pg. 44

Margin by Richard A. Swenson, MD

“Often used descriptors of our society include active, busy, driven, fatigued, tired, exhausted, weary, burned out, anxious, overloaded, or stressed. But seldom do you hear our society described as “well rested.” We are a tired generation, one for which Matthew Arnold’s “Hurry sickness” has become a way of life. Our carburetors are set on high, and our gears are stuck in overdrive. Our lives are nonstop.” Pg. 194

(From the back cover: ... Overload is the disease of our time, Margin is the cure”

How to Win Friends and Influence People by Dale Carnegie

“Everybody in the world is seeking happiness-and there is one sure way to find it. That is by controlling your thoughts. Happiness doesn’t depend on outward conditions. It depends on inner conditions.” Pg. 74

“The value of a Smile at Christmas”

It costs nothing, but creates much.

It enriches those who receive, without impoverishing those who give.

It happens in a flash and the memory of it sometimes lasts forever. ‘Smile’

Pg. 77

Note:

Some years ago I was asking a trusted friend about my blind spots following the suggestion from Thanks for the Feedback by Doug Stone and Sheila Heen. I was told, “You don’t smile much”, I thought you are so Wrong I smile a lot. But, I when I got home, I stood in front of the mirror and smiled a ‘no teeth showing’ smile. In that moment I had to accept, to others, I really didn’t seem to be smiling or at least not much. I realized I needed to follow my own coaching advise, and intentionally practice creating a new habit. I stood in front of the mirror, and repeatedly smiled a broad “Teeth showing” smile about 45-65 times. I must admit, It felt very weird while I was doing it because of my personality style, but it worked. Now I smile differently, a broader, more inviting - engaging smile. It feels good to me and I’m told to others too.

The Four Disciplines of Execution by McChesney, Covey, Huling

Execution by Bossidy, Charan

“Building block two: Creating the Framework for Cultural Change”

“To change a business’s culture, you need a set of processes-social operating mechanisms-that will change the **beliefs** and **behavior** of people in ways that are directly linked to the bottom-line results.” Pg. 85

“The basic premise is simple: cultural change gets real when your aim is execution. You don’t need a lot of complex theory or employ surveys to use this framework. You need change people’s behavior so that they produce results. First, you tell people clearly what results you’re looking for. Then you reward people for producing the results. If the come up short you provide additional coaching, withdraw rewards, give them other jobs, or let them go. When you do these things, you create a culture of getting things done.” Pg. 86

“The CEO .. challenged the groups to make the list more specific and to find one “From What to What” change that, if carried out, would dramatically improve the behavior of key people who drove the behavior of everyone else in the division” Pg. 88

(Note: The CEO followed with a list of three questions)

Grit by Angela Duckworth

“Interest is one source of passion. Purpose-the intention to contribute to the well-being of others-is another. The mature passions of gritty people depend on both.” Pg. 143

The Gifts of Imperfection by Brene’ Brown

“The truth is that meaningful change can be risky, especially when we’re talking about embracing our imperfections, cultivation authenticity, and looking the world in the eye and saying, “I am enough. How afraid we are of change, the question that we must ultimately answer is this: “What’s the greater risk? Letting go of what people think or letting go of how I feel, what I believe, and who I am?” Pg. 125

Rising Strong by Brene’ Brown

“When the cheap-seat criticism become the loudest, most prevalent type of criticism we encounter, it pushes out the idea that thoughtful criticism and feedback can be and often are useful. We stop teaching people how to offer constructive, helpful feedback and critiques, and, in order to save ourselves, we shut down all incoming data. We start to exist in echo chambers where nothing we do or say is challenged. This is also dangerous.” Pg. 245

Excerpt from:

“The Manifesto of the Brave and Brokenhearted”

“Showing up is our power.

Story is our way home.

Truth is our song.

We are the brave and brokenhearted.

We are rising strong.” Pg. 267

The Wisdom of Teams by Katzenbach & Smith

“Teams will be the primary building blocks of company performance in the organization of the future. Such organizations will not promote teams for their own sake. Rather, the performance ethic of the company—that is, the focus on balanced results that benefit customers, employees, shareholders, and other key constituencies—will generate the challenges that give rise to teams. Teams, in turn, will deliver performance that enriches and sustains the company’s overall performance ethic. This reinforcing cycle of performance and teams, teams and performance, will characterize tomorrow’s winners.” Pg. 175

EntreLeadership by Dave Ramsey

“If you want to create a company that is fun to work for, where productivity and creativity are high, and that you are actually glad to lead, you must create a culture of communication.” Pg. 213

““You were looking for the magic formula for how to delegate; here it is. Are you ready? In order for an EntreLeader to successfully delegate, they must come to trust the team members’ *integrity and competency*. Wise people trust other people with big important things only to the extent they have spent time with them. The more important the delegation, the more time you will need to spend making sure the person gets it.” Pg. 295

Developing the Leaders Around You by John Maxwell

“Questions about the potential leader”

“Is this person compatible philosophically with the organization and my leadership?”

Does this person show a potential for growth?

Are there lingering questions I have about this person?

Am I selecting this person because of obvious strengths or because I don’t see any glaring weaknesses?

What is the potential leader’s fit?

“A person should be spending 80% of their time doing things that require their greatest gifts and abilities” Pg. 91

Multipliers by Liz Wiseman with Greg McKeown

“Some leaders seemed to drain intelligence and capability out of the people around them. Their focus on their intelligence and their resolve to be the smartest person in the room had a diminishing effect on everyone else. For them to look smart, other people had to end up looking dumb. They create a vortex that sucks energy out of everyone and everything around them” Other leaders used their intelligence in a fundamentally different way. They applied their intelligence to amplify the smarts and capability of people around them. People got smarter and better in their presence. Ideas grew; challenges were surmounted; hard problems were solved. When these people walked into a room, light bulbs started going off over people's heads. Ideas flew so fast that you had to replay the meeting in slow motion just to see what was going on. Meetings with them were idea mash-up sessions. These leaders seemed to make everyone around them better and more capable. These leaders weren't just intelligent themselves-they were intelligence Multipliers.

There's one last book I want to share.

Lead On

by John Haggai

(No longer in print)

Note:

I've stood in front of groups, or while sitting across the table from an individual, while holding up the book, I'll ask the question; “What's the value of this book?”.

Some think I'm asking, How much did I pay for the book. It's a trick question. On a few occasions someone has realized what I'm actually asking, they've answered, “That depends on the impact of the content”. I'm sure you may have had a situation where a resource, book, video, class, conversation, or other media has positively affected you. Because of one chapter in this book the organization where I was in leadership saved significantly more than a half of a million dollars and led to more than three million dollars income. Ask me about it.

The list above is the result of years of pursuing the development of skills, broadening perspective, and tenacious application, always with the purpose of helping others.

As a person of faith this passage inspires me, as it speaks of David, a shepherd:

Psalm 78: “And David led them with integrity of heart, with skillful hands he led them.

(New International Version)

Heart

&

Skill