

Recommended Reading List

July 2024

These books are *recommended* for my clients but not *required*. I've organized them according to the core problems that *Influence Coaching* addresses.

To Decrease Unnecessary Conflict:

[**Leadership and Self-Deception: Getting Out of the Box.**](#) Sometimes we create our own conflict with people because we put ourselves "in the box." This book will help you know when you are "in the box" and how to get out of it.

[**The Courageous Follower: Standing Up to and for Our Leaders.**](#) By putting the purpose of the organization at the center of the relationship between leaders and followers, it helps us encourage each other when we are on the right path and hold each other accountable when we are off track.

[**Thanks for the Feedback: The Art and Science of Receiving Feedback Well.**](#) Numerous books address how to give feedback. This one addresses the all-too-important skill of how to receive it. No matter what your title is in your organization, you should read this.

[**The Five Languages of Appreciation in the Workplace: Empowering Organizations by Encouraging People**](#) is based on the same principles as [**The Five Love Languages**](#). The key idea here is to realize that what makes you feel valued at work or home is not necessarily what makes your co-workers or family members feel appreciated. These books will help you identify what will best affirm these important relationships.

[**The Motive: Why So Many Leaders Abdicate Their Most Important Responsibilities.**](#) Sometimes leaders go into positions of authority because they want the perks rather than to do the work. This book by Patrick Lencioni will help you check your motives.

[**The No Asshole Rule: Building a Civilized Workplace and Surviving One That Isn't.**](#) The title pretty much sums this one up. Highly recommended.

[**The Good Fight: Use Productive Conflict to Get Your Team and Organization Back on Track.**](#) This book will help you create "healthy conflict" that gets things done and help you avoid "conflict debts" that accrue interest and cause increasing damage over time.

[**The SPEED of Trust: The One Thing That Changes Everything.**](#) Trust makes things go faster. This book will help you build trust and reduce resistance.

Dr. Stanley J. Ward, PhD
[**Influence Coaching**](#)
201-948-LEAD

To Correct or Prevent Burnout:

[The Author vs. Editor Dilemma: The Leadership Secret to Unlocking Your Team, Your Time, and Your Impact.](#) Written by Bradon Smith, AKA “The Workplace Therapist,” this book will help you reduce an overwhelming workload by “authoring up” to your boss and “editing down” for your direct reports. That way you can spend 80% of your time working “on” the business rather than “in” the business.

[Banishing Burnout: Six Strategies for Improving Your Relationship with Work.](#) Written by the creators of the Maslach Burnout Inventory and the Areas of Worklife Survey, this book provides specific strategies to deal with the most common sources of burnout at work. Note - the book is from 2005, so the strategies do not take social media into account.

[Sacred Pace: Four Steps to Hearing God and Aligning Yourself with His Will.](#) Written by the founder and CEO of a multi-billion dollar energy company, this faith-based approach helps leaders slow down and get their egos out of the way. That way they can make more confident decisions without burning out.

[Positive Intelligence: Why Only 20% of Teams and Individuals Achieve Their Full Potential, and How You Can Achieve Yours.](#) Written by a Stanford Psychologist, this book helps you identify your “saboteurs” and gives you tactics to address them.

[Leadership without Easy Answers.](#) This leadership classic will help you get “on the balcony” so you can become more strategic and also help you “give the work to the people” without beaking the organization or yourself.

[Learned Optimism: How to Change Your Mind and Your Life.](#) This classic by the father of “positive psychology” will help you reframe your setbacks so that you can avoid “learned helplessness.”

[Rewire Your Anxious Brain: How to Use the Neuroscience of Fear to End Anxiety, Panic, & Worry.](#) This book will help you understand how your brain’s two systems for creating fight or flight responses work, and it will help you create new neural pathways that will serve you better.

To Create Changes That Last:

[Atomic Habits: An Easy and Proven Way to Build Good Habits & Break Bad Ones.](#) James Clear's book explains how tiny changes create big results - which is the principle behind "small experiments" for sustainable change.

[Business Made Simple: 60 Days to Master Leadership, Sales, Marketing, Execution, Management, Personal Productivity, and More.](#) The name says it all for this one.

[The Extended Mind: The Power of Thinking Outside the Brain.](#) The author presents research and stories on how to use our bodies, our surroundings, and even our relationships with others to help us process information and make better decisions.

[How to Change: The Science of Getting from Where You Are to Where You Want to Be.](#) If you are serious about becoming the best version of yourself, this book will provide you with numerous tips and tricks to make that transformation happen.

[Necessary Endings: The Employees, Businesses, and Relationships That All of Us Have to Give Up in Order to Move Forward.](#) There are always things that we need to let go of in order to make change happen. This book will help you with some of the hardest.

[The War of Art: Break Through the Blocks and Win Your Inner Creative Battles.](#) The author wants us to become "professionals" and embrace "resistance" as an indication of where we need to do the work. Great motivation here for "showing up" daily.

[What's Your Problem? To Solve Your Toughest Problems, Change the Problems You Solve.](#) Sometimes we sabotage ourselves by solving the wrong problems. So although we've addressed issues, we are no closer to our real goals. This book will help you reframe your challenges so you make progress on the right ones.

[Full Focus Planner.](#) While not a "book," (because YOU fill in the words), I've found this planner to be remarkably helpful for annual goal setting, and week-by-week quarterly planning and review.

[The Psychology of Money: Timeless Lessons on Wealth, Greed, and Happiness.](#) Since how we manage our money often contributes to conflict, burnout, and a lack of lasting positive changes, this book got saved for last on the list.