

RussoRights

2019 FALL RIGHTS GUIDE

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BUSINESS & SELF-HELP EDITION



WILLIAM ARRUDA

Digital You

Real Personal Branding in the Virtual Age

Successful branding is based on authenticity. So how do professionals reveal their own brand? In *Digital You*, branding authority William Arruda describes the 21st century world of personal branding and shows how to define, express, and expand a personal brand as a serious career development strategy. Professionals will learn how to develop, design, and sustain their personal brand throughout the fluid movements of any career and how to be clear about their digital brand and their unique promise of value so they can increase their success and happiness at work and in life.



ISBN: 9781949036756 | (October 2019) 6" x 9", 232 pages

Audience: Professional development, personal success, branding & marketing | Price: \$18.99



KARL M. KAPP & ROBYN A. DEFELICE

Microlearning

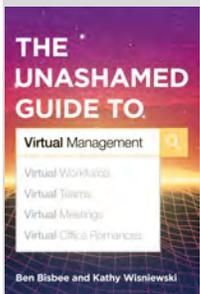
Short and Sweet

What is microlearning? A text message? A video? How long should it be? Can you just "chunk" a longer course into smaller pieces? Find the answers to these questions and more in this concise, first-of-its-kind resource. Gleaning insights from research, theory, and practice, the authors debunk the myths around microlearning and offer tips for putting microlearning into action with the how, when, and why to design, develop, implement, and evaluate microlearning. Case studies punctuate what works and what doesn't. This user-friendly guide is a must-have for instructional designers and anyone interested in microlearning.



ISBN: 9781949036732 | (September 2019) 5-1/4" x 7-1/4", 248 pages

Audience: Instructional designers, trainers, HR & talent development professionals | Price: \$24.99



BEN BISBEE & KATHY WISNIEWSKI

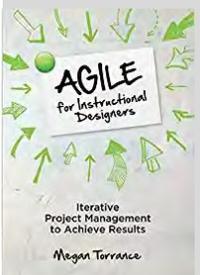
The Unashamed Guide to Virtual Management

What happens when a virtual manager needs actual day-to-day support around issues such as handling office romance and doing laundry on the job, as well as more traditional issues like onboarding, performance reviews, and scheduling? Using short chapters and writing in a fun, whimsical, and straightforward way, virtual management experts Ben Bisbee and Kathy Wisniewski address the unanswered and critical questions of how to manage virtual teams to achieve maximum results with advice on more than 30 topics to handle unexpected situations.



ISBN: 9781949036558 | (September 2019) 5-1/4" x 8", 248 pages

Audience: Virtual managers, HR & talent development professionals | Price: \$19.99



MEGAN TORRANCE

Agile for Instructional Designers

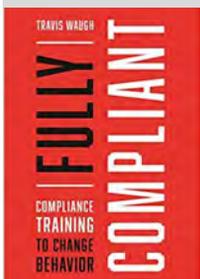
Iterative Project Management to Achieve Results

Popular in the software development space as an approach to project management, when applied to instructional design, Agile provides a framework for adapting to change as it happens and for delivering the content most needed by learners. This new guide proposes using the Agile methodology to manage training projects and highlights where traditional linear processes have failed business and end users. It allows learners to test and evaluate which features or design functions work before they're finalized and offers a way to accommodate inevitable mid-project modifications.



ISBN: 9781949036503 | (August 2019) 6" x 9", 224 pages

Audience: Instructional designers, training leaders, trainers, learning project managers, e-learning specialists | Price: \$29.99



TRAVIS WAUGH

Fully Compliant

Compliance Training to Change Behavior

Optimal compliance programs are flexible and create real learning experiences that change behavior, thus diminishing the chance of misconduct in the first place. This book connects the three levers of human behavior—context, habit, and motivation—to help organizations craft holistic compliance training programs that do far more than check a box. It identifies ways to pick up small but meaningful wins in turning around an existing compliance program or designing a new course, which can turn stakeholders from skeptics into learning champions. And it offers an eight-step road map for implementing a compliance learning plan.

ISBN: 9781947308350 | (June 2019) 6" x 9", 232 pages

Audience: Trainers, instructional designers, HR & talent development professionals | Price: \$38.99

ATD's 10 Steps to Success Series

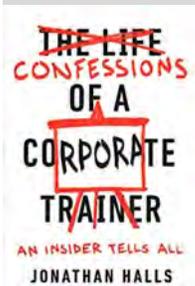
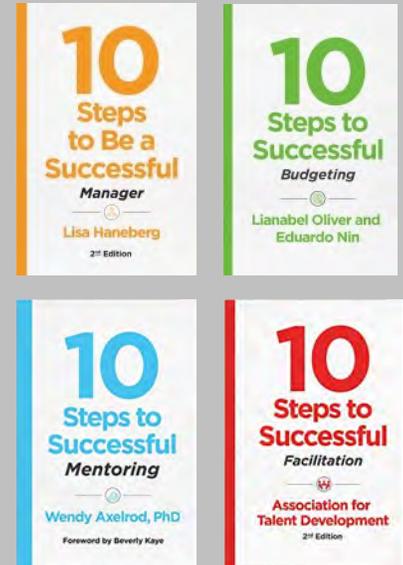
The 10 Steps series is designed for leaders, managers, trainers, and talent development professionals who need guidance on a wide array of topics. Titles provide quick 10-step processes and solutions for enhancing skills and overcoming everyday challenges, ranging from business writing to training to project management and more than 20 other topics. Titles also include action-driven language teamed with examples, worksheets, case studies, and tools to help you quickly implement the right steps and chart a path to your own success. Here are the most recent titles from this must-have resource for developing business acumen:

10 Steps to Successful Mentoring WENDY AXELROD
 ISBN: 9781949036480 | (June 2019) 6" x 9", 224 pages | Price: \$21.99

10 Steps to Be a Successful Manager, 2nd Edition LISA HANEBERG
 ISBN: 9781949036206 | (June 2019) 6" x 9", 168 pages | Price: \$19.99
 First Edition Rights sold: Chinese (simplified), Vietnamese

10 Steps to Successful Budgeting LIANABEL OLIVER & EDUARDO NIN
 ISBN: 9781947308862 | (January 2019) 6" x 9", 144 pages | Price: \$19.95

10 Steps to Successful Facilitation, 2nd Edition ATD
 ISBN: 978949036282 | (September 2018) 6" x 9", 176 pages | Price: \$19.95 | First Edition Rights sold: Chinese (simplified)

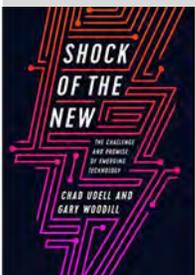


JONATHAN HALLS

Confessions of a Corporate Trainer An Insider Tells All

Former BBC learning executive Jonathan Halls delivers the inside scoop on training and explores what it means to be a successful trainer in all its gritty reality. In this book, Halls sets out to support practitioners in deepening the learning experience for the people they serve as trainers. He draws from personal experience and writes with humor and accessibility in this research-based understanding of learning in the workplace. He challenges the unwritten rules to live by and the rules to break. Halls discusses the future of trainers and what skills trainers must develop to future-proof themselves.

ISBN: 9781947308923 | (April 2019) 5-1/4" x 8", 200 pages
 Audience: HR & talent development professionals, managers, trainers | Price: \$19.95

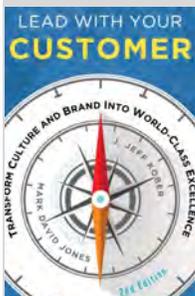


CHAD UDELL & GARY WOODILL

Shock of the New The Challenge and Promise of Emerging Technology

Most new and emerging technologies have been in development for decades, but as soon as they land on the doorstep, they inspire "the shock of the new." How do learning professionals prepare for what they don't know is coming? How do they judge what is important and what is just a fad? In *Shock of the New*, mobile learning experts Udell and Woodill create a new framework for anticipating emerging learning technologies, outline key perspectives to consider with any new technology, and point the way to developing strategies to apply any new tech coming down the pike.

ISBN: 9781947308800 | (April 2019) 6" x 9", 256 pages
 Audience: HR & talent development professionals, managers, trainers | Price: \$36.99

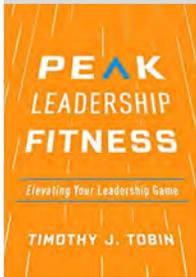


MARK DAVID JONES & J. JEFF KOBER

Lead With Your Customer, 2nd Edition Transform Culture and Brand into World-Class Excellence

Leadership experts Jones and Kober identify the key success tools all world-class companies have in common and explain how any company can adopt them. Their customer-first approach, the World Class Excellence Model, was developed from decades of success as leaders at Walt Disney and experience working with 20+ Fortune 500 companies. They show how top companies view each person inside and outside the organization as a "customer"—internally, as they engage their employees and build their organization's culture, and externally, as they engage their customers and build their brand. This edition includes real-life examples from IKEA, Southwest Airlines, Ritz-Carlton, Walt Disney, and others.

ISBN: 9781947308848 | (February 2019) 6" x 9", 272 pages
 First Edition Rights sold: Chinese (simplified) | Audience: Executives, leaders, managers, talent development professionals | Price: \$29.95



TIMOTHY J. TOBIN

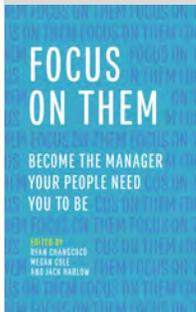
Peak Leadership Fitness

Elevating Your Leadership Game

Join leadership coach and fitness expert Timothy J. Tobin as he shares the four fitness principles at the intersection of physical and leadership fitness: You never know what you're capable of until you take that first step. You must put in the effort. You learn more about yourself when times are tough. What you consume matters. He reveals the foundations of leadership fitness, including motivation and mindset, and details his steps to being leadership-fit. From taking your pulse to seeking recovery by building endurance, he uses fitness metaphors to enlighten leadership training. Train smart; train often. Build good habits. Develop yourself and others.

ISBN: 9781947308763 | (February 2019) 5-1/2" x 8-1/4", 176 pages

Audience: Leaders, managers, HR & talent development professionals | Price: \$24.95



RYAN CHANGCOCO, MEGAN COLE & JACK HARLOW, EDITORS

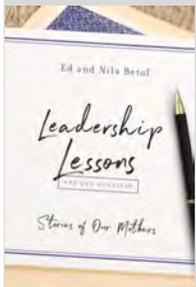
Focus on Them

Become the Manager Your People Need You to Be

Today's research and workplace insights emphasize that many employees leave managers . . . not companies. Great managers know they need to deliver results to be successful; they understand the essence of managing encompasses making connections, embodying the right skills, and developing their direct reports. This book delivers the tools and know-how every manager needs to excel as it explores ATD's management framework—the ACCEL model. By focusing on the basics, any manager can transform from being a results-oriented manager into the super people manager employees need.

ISBN: 9781562868710 | (December 2018) 6" x 9", 208 pages

Audience: Leaders, managers, HR & talent development professionals | Price: \$24.95



ED BETOF & NILA BETOF

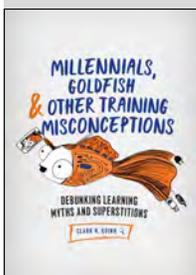
Leadership Lessons for Any Occasion

Stories of Our Mothers

Mothers are often the first coaches and teachers we encounter, and their guidance has special value. In this book, executive coaches Ed and Nila Betof have collected stories from a wide range of leaders, teachers, coaches, and talent development professionals about how their mothers guided their paths to helping others lead resourceful, meaningful lives. This insightful new book explores how stories have the unique power to impart perspective, engage people with the empathetic aspects of coaching and leading, and approach problems from a new angle. Its bite-sized anecdotes inspire every reader to dive deep into their past and rediscover how their earliest childhood lessons can continue to help them—and the people they coach and lead—grow today.

ISBN: 9781947308626 | (December 2018) 5" x 8", 200 pages

Audience: Leaders, teachers, coaches, trainers, people managers | Price: \$24.95



CLARK N. QUINN

Millennials, Goldfish & Other Training Misconceptions

Debunking Learning Myths and Superstitions

Learning myths in organizations can be costly and dangerous. But now, myth busting has never been easier. Performance expert Clark Quinn debunks more than 30 common assumptions about good learning design to help talent professionals avoid wasting time, resources, and goodwill on unproven practices. Drawing on cognitive psychology and learning sciences, Clark helps organizations be smart consumers of training, backed up by the science of learning.

ISBN: 9781947308374 | (April 2018) 5-1/4" x 7-3/4", 200 pages

Audience: Talent development & HR professionals, managers, trainers, instructional designers | Price: \$21.99



RODNEY NAPIER & ELI SHARP

Not Just Another Meeting

Creative Strategies for Facilitation

Meetings often draw employees away from day-to-day tasks and fail to get results. This new book shows how to create a fresh, intentional approach to meetings that turns wasted opportunities into sessions that fully engage participants and teams. Facilitation experts Napier and Sharp describe 13 classic facilitation designs, such as Collapsing Consensus and Genie in the Bottle, and then provide the tools to enable any gathering to solve problems, build trust, and deal with conflict. Animated videos are included to show how to facilitate each design.

ISBN: 9781562866884 | (November 2018) 6" x 9", 184 pages

Audience: Team leaders, managers, facilitators, trainers | Price: \$32.95



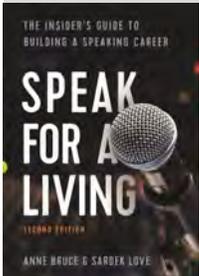
NADINE GREINER

The Art of Executive Coaching Secrets to Unlock Leadership Performance

Businesses lean on high performers to enable their companies to compete, innovate, or pivot to new, unexplored markets. But who do these leaders turn to when they need to refine their own skills? Executive coaches. In this book, coaching expert Nadine Greiner reveals the secrets to unlocking the better performance leaders need to thrive. She shows how coaching helps leaders adapt their personal leadership styles, illuminate their blind spots, and adopt new ways of relating and managing to benefit their teams and organizations. Aspiring executive coaches will learn the coaching techniques that enable leaders to achieve dramatic results in a relatively short time.

ISBN: 9781947308794 | (October 2018) 5-1/4" x 8", 152 pages

Audience: Executive coaches, managers, HR & talent development professionals | Price: \$29.95



ANNE BRUCE & SARDÉK LOVE

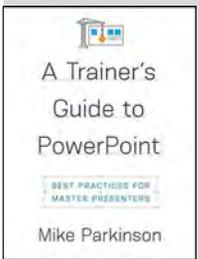
Speak for a Living, 2nd Edition The Insider's Guide to Building a Speaking Career



In this ultimate insider's guide, bestselling authors and speakers Bruce and Love offer strategies for navigating the public-speaking business. Their material on social media and website marketing will help speakers (veteran and aspiring alike) create a unique brand that reaches the right audience. They show how to diversify services in a globalized industry, whether through booking international gigs, getting published, or developing new products, and include valuable field-tested tools and checklists to identify ideal clients, prepare for any presentation, and sharpen performance skills to take speaking abilities to the next level.

ISBN: 9781562860912 | (October 2018) 6" x 9", 256 pages

Rights sold: Chinese (simplified), Vietnamese | Audience: Professional & aspiring speakers, sales people | Price: \$22.95



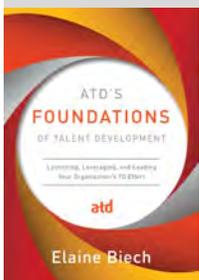
MIKE PARKINSON

A Trainer's Guide to PowerPoint™ Best Practices for Master Presenters

This guide, the antidote to "death by PowerPoint™," is Mike Parkinson's master class on the art of PowerPoint™ and great presentations and training. He reveals proven processes and tools that deliver successful PowerPoint™ content each and every presentation, detailing his award-winning process and guiding readers through three phases of presentation development—discover, design, and deliver. Parkinson is a Microsoft PowerPoint™ MVP—most valuable professional—an honorific bestowed by Microsoft on those with "very deep knowledge of Microsoft products and services." He shares not only his tips and best practices for presentation success, but also those from several of his fellow MVPs.

ISBN: 9781947308527 | (October 2018) 8-1/2" x 9-1/4", 150 pages

Audience: Trainers, managers, instructional designers, HR & talent development professionals | Price: \$32.99



ELAINE BIECH

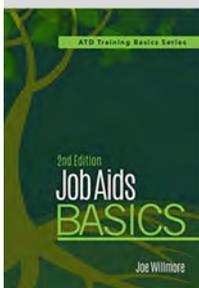
ATD's Foundations of Talent Development Launching, Leveraging, and Leading Your Organization's TD Effort



Directing an organization's talent development effort can be like a journey without a map. Legendary training and development leader Elaine Biech points the way forward, providing leadership and direction to help any organization. Biech imbues this comprehensive volume with the energy and passion she has manifested in a career spanning more than three decades. She serves as guide to developing a talent development strategy, creating an operating plan, and reinforcing the organization's talent development mindset. Complete with perspectives from trusted experts and icons in the field.

ISBN: 9781562868437 | (September 2018) 7" x 9", 656 pages

Audience: Managers, senior leaders, HR & talent development professionals | Price: \$119.95



JOE WILLMORE

Job Aids Basics, 2nd Edition

Job aids are often the most practical way to get quick performance improvement, particularly in time-pressured, resource-constrained situations. But where to start? *Job Aids Basics*, part of the bestselling ATD Training Basics Series, delivers everything needed to select, create, and use job aids. In this revised edition, Willmore has included new examples of how to use job aids, a chapter on creating job aids for mobile devices, and his step-by-step guide to determining the right job aid format for any situation, developing it using proven best practices, and implementing it in a way that ensures people will actually use it on the job.

ISBN: 9781562866365 | (September 2018) 7-1/2" x 9-1/2", 176 pages

Audience: Trainers, managers, instructional designers, HR & talent development professionals | Price: \$29.95

ATD Workshop Series



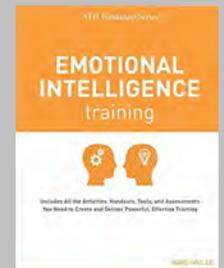
The **ATD Workshop Series** is written for trainers by trainers. Each book of the 12 workshops-in-a-book help trainers, managers, and anyone who has to deliver training expedite their program delivery by using appropriate and exceptionally designed content that can be adapted and repurposed. Printable training materials offer access to ready-to-use activities, handouts, tools, and assessments needed to create and deliver powerful, effective training guaranteed to enhance learner engagement, deepen learner understanding, and increase learning application. Other training topics in the series cover **coaching, communication, change management, customer service, facilitation skills, new employee orientation, new supervisor, presentation skills, and leadership.**



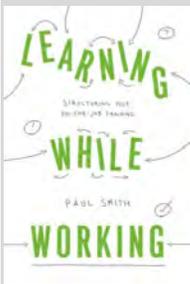
Project Management Training WES BALAKIAN
 ISBN: 9781607280965 | (December 2016) 8-1/2" x 11", 296 pages

Time Management Training LISA J. DOWNS
 ISBN: 9781607280927 | (November 2016) 8-1/2" x 11", 200 pages

Emotional Intelligence Training KARL MULLE
 ISBN: 9781607280989 | (September 2016) 8-1/2" x 11", 272 pages



Rights sold: English reprint—India | Audience: Trainers, managers, subject matter experts, HR & talent development professionals | Price: \$69.95



PAUL SMITH

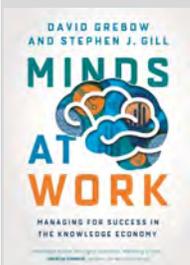
Learning While Working

Structuring Your On-the-Job Training

Most on-the-job training (OJT) programs leave learners to sink or swim, but training is too important to leave to chance. This book shows you how to track on-the-job progress and build a pipeline of better-skilled workers. Author Paul Smith combines real-life insight into creating a structured OJT program for project managers at the Waldinger Corporation with in-depth interviews of experienced learning and development professionals to help any company build a well-designed, structured, on-the-job training program to reach their business goals.

ISBN: 9781947308541 | (July 2018) 6" x 9", 192 pages

Audience: HR & talent development professionals, managers, trainers | Price: \$42.95



DAVID GREBOW & STEPHEN J. GILL

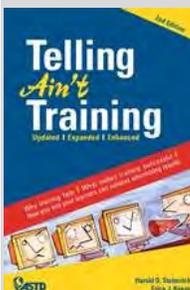
Minds at Work

Managing for Success in the Knowledge Economy

The only sustainable advantage in today's competitive marketplace is the ability to learn and adapt faster than everyone else. This book shows how on-demand learning inspires employees to achieve higher levels of performance and helps managers move from "command and control" to being advocates of communication and collaboration. Find out what happens when managers help direct reports grow and use technology to pull the learning they need when they need it.

ISBN: 9781562866839 | (December 2017) 5-1/2" x 8-1/2", 176 pages

Rights sold: China (simplified), Vietnamese, English reprint—India
 Audience: Managers, talent development professionals, team leaders | Price: \$19.95



HAROLD D. STOLOVITCH & ERICA J. KEEPS

Telling Ain't Training, 2nd Edition

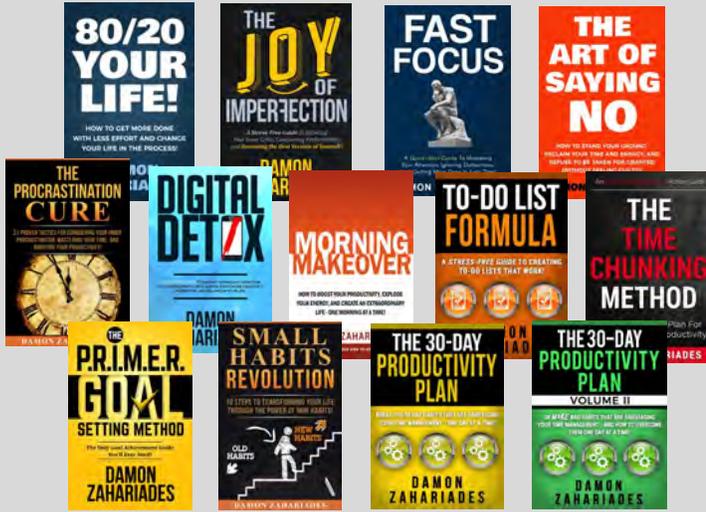
Updated, Expanded, Enhanced



Telling Ain't Training is chock-full of myth-busting research and ready-to-use tools. Since its first edition published in 2002, its practical, learner-focused approach has quickly become a favorite with learning and development professionals, as well as school teachers, parents, professors, and anyone else who trains, educates, or instructs. Delivered in a lighthearted and entertaining style, the second edition sets new standards for the training industry.

ISBN: 9781562867010 | (June 2011) 7" x 10", 312 pages

Rights sold: Bulgarian, Chinese (simplified), Romanian, Turkish, English reprint—India
 Audience: Trainers, training managers, teachers | Price: \$38.95



Damon Zahariades is the powerhouse behind ArtofProductivity.com. Through his books, Damon delivers time management strategies, reviews productivity applications, and teaches people how to create habits to get more done while enjoying more free time. Author of more than 10 bestselling titles and consistently among the **Top 5 Amazon authors in Business**, Damon comes out of the corporate world and knows first-hand the frustration of productivity killers like procrastination, poor planning, lack of focus, or digital overload. Whether you are a professional looking to boost your productivity or you just want to get the most out of life, Damon's books will help you get things done faster with less stress so that you can create a more rewarding lifestyle built on his powerful yet practical strategies.



DAMON ZAHARIADES

The Mental Toughness Handbook

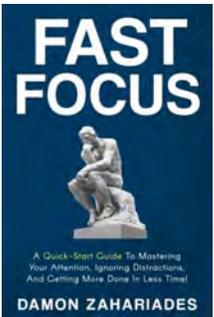
A Step-by-Step Guide to Facing Life's Challenges, Managing Negative Emotions, and Overcoming Adversity with Courage and Poise!

When life feels overwhelming, it's tempting to give up. But you can resist and bravely face mishaps and obstacles—and in the process experience more joy and success in every area of your life. The secret is learning how to become *mentally tough*. This handbook offers a practical training program for developing grit and resilience in the face of adversity. It's a crash course complete with exercises designed to strengthen your mind and fortify your resolve. Life is full of setbacks. This book will show you how to bounce back, stand firm, and boldly weather the storm.



ISBN: TBD | (February 2020) 5-1/2" x 8-1/2", 150 pages

Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99



DAMON ZAHARIADES

Fast Focus

A Quick-Start Guide to Mastering Your Attention, Ignoring Distractions, and Getting More Done in Less Time!

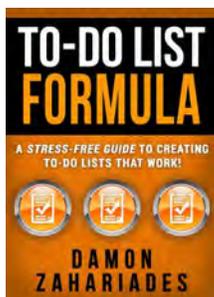
Put simply, distractions prevent you from getting things done. The problem is, it's difficult to stay focused for more than a few minutes at a time. *Fast Focus* shows you how to master your attention and keep distractions at bay. The result? A huge increase in your productivity! This action guide provides a no-nonsense, fast-track blueprint for developing razor-sharp focus. You'll learn how to get "in the zone" whenever you need to so you can concentrate on getting more done—at work, at home, or at play!



ISBN: 9781520488875 | (January 2017) 5-1/2" x 8-1/2", 176 pages

Rights sold: Chinese (simplified), Polish, Vietnamese

Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99



DAMON ZAHARIADES

To-Do List Formula

A Stress-Free Guide to Creating To-Do Lists That Work!

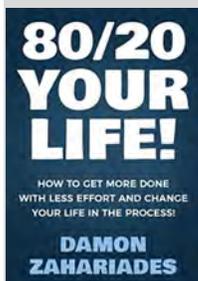
Frustrated you can't seem to finish your daily to-do lists? Discouraged you're not effectively managing your workload and responsibilities at your office and home? If so, it's not your fault. Millions of people are using to-do lists that set them up for failure. No matter how hard they work, they're left with a laundry list of unfinished tasks at the end of each day. There is a simple solution. *To-Do List Formula* reveals an approach specifically designed to help you organize, manage, and address every task and responsibility on your plate in a timely fashion. This guide gives everything you need to create lists that get results immediately.



ISBN: 9781539438120 | (October 2016) 5-1/2" x 8-1/2", 176 pages

Rights sold: Chinese (simplified & complex), Korean, Polish, Vietnamese

Audience: Self-help, productivity, time management, personal growth & success | Price: \$8.99



DAMON ZAHARIADES

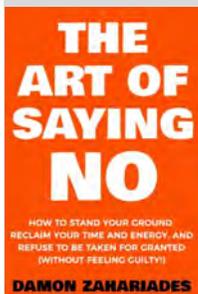
80/20 Your Life!

How to Get More Done with Less Effort and Change Your Life in the Process!

Pareto's 80/20 rule says that 80 percent of your results come from 20 percent of your efforts. In a nutshell: Most tasks waste time and effort. We can accomplish more by focusing on what matters. Zahariades offers a clear, easy-to-implement strategy to apply this principle in every area of your life. You'll learn how to adopt an unconventional mindset to optimize every aspect of your daily experience, with practical tips and tools to advance your career, manage your home life, build meaningful relationships, get into shape without crazy diets or exercise fads, streamline your finances in minutes per month, and much more.

ISBN: 9781980643289 | (March 2018) 5-1/2" x 8-1/2", 180 pages

Rights sold: Chinese (simplified) | Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99



DAMON ZAHARIADES

The Art of Saying NO

How to Stand Your Ground, Reclaim Your Time and Energy, and Refuse to Be Taken for Granted (Without Feeling Guilty)!

Being a people pleaser can make you feel exhausted and resentful. Worse, it can erode your self-confidence as you start feeling like a doormat. *The Art of Saying NO* shows how to set boundaries and gain others' respect in the process. This action guide investigates the reasons we put other people's priorities ahead of our own. It also provides a 10-step strategic guide for turning people down with grace and finesse. This system works whether you're talking to your boss, co-worker, family members, clients, neighbors, or strangers!

ISBN: 9781549572746 | (August 2017) 5-1/2" x 8-1/2", 170 pages

Rights sold: Arabic, Chinese (simplified), Korean, Vietnamese

Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99



DAMON ZAHARIADES

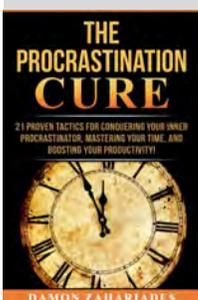
Morning Makeover

How to Boost Your Productivity, Explode Your Energy, and Create an Extraordinary Life—One Morning at a Time!

From world-class athletes to high-powered CEOs, many successful people swear by their morning routines. They rely on them to boost their energy, increase their productivity, and improve their mindsets. *Morning Makeover* will show you how to do the same. This action guide takes you through a step-by-step system for creating tailored morning routines that help you accomplish your goals. You'll discover how to squeeze maximum value from your mornings and design a more rewarding lifestyle in the process!

ISBN: 9781520814797 | (March 2017) 5-1/2" x 8-1/2", 158 pages

Rights sold: Chinese (simplified), Vietnamese | Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99



DAMON ZAHARIADES

The Procrastination Cure

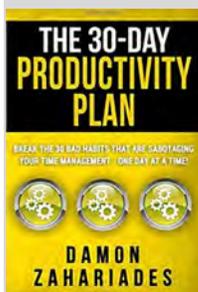
21 Proven Tactics for Conquering Your Inner Procrastinator, Mastering Your Time, and Boosting Your Productivity!

Do you regularly procrastinate? Struggle to get started on important projects? Allow tasks to pile up until they make you feel stressed and overwhelmed? Procrastination can be crippling, but there is help: *The Procrastination Cure*. In this book, Zahariades delivers 21 proven tactics to help you overcome procrastination. You will learn how to start tackling, completing, and crossing off tasks, make quick decisions regarding which projects receive your immediate attention, and finish your work each day with hours to spare!

ISBN: 9781521345474 | (May 2017) 5-1/2" x 8-1/2", 166 pages

Rights sold: Chinese (simplified & complex), Vietnamese

Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99



DAMON ZAHARIADES

The 30-Day Productivity Plan

Break the 30 Bad Habits That Are Sabotaging Your Time Management—One Day at a Time!

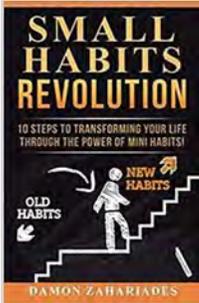
This bestselling guide offers a 30-day blueprint for boosting your productivity exponentially. It includes 30 fast-moving chapters that describe 30 bad habits that may be wreaking havoc with your ability to efficiently manage your time. Each chapter gives actionable tips to help you curb bad habits and replace them with healthier patterns. Jump directly to the chapters that address your current challenges or use it as a benchmark to monitor your daily progress.

Rights sold (both volumes): Chinese (simplified), Vietnamese | ISBN: 9781519052278 | (November 2016) 5-1/2" x 8-1/2", 196 pages

Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99



The 30-Day Productivity Plan, Vol. II, tackles 30 more bad habits! ISBN: 9781790302161 | November 2018 | 190 pages | Price: \$9.99



DAMON ZAHARIADES

Small Habits Revolution

10 Steps to Transforming Your Life Through the Power of Mini Habits!

Good habits are tough to develop—making them stick is even tougher! But there's a simple, proven formula for creating positive behavioral routines that last. *Small Habits Revolution* takes you step by step through a simple system to make positive, lasting changes in your life. You'll discover the easiest way to create any new habit you desire—and make it stick. In just a few minutes a day, you can develop and master habits that lead to better health, greater self-confidence, improved productivity, stronger relationships, and a more fulfilling lifestyle.

ISBN: 9781520732367 | (March 2017) 5-1/2" x 8-1/2", 168 pages

Rights sold: Chinese (simplified & complex), Vietnamese | Audience: Productivity, time management, personal success | Price: \$9.99

DAMON ZAHARIADES

The Joy of Imperfection

A Stress-Free Guide to Silencing Your Inner Critic, Conquering Perfectionism, and Becoming the Best Version of Yourself!

What if you could silence your inner critic and eliminate your fear of failure? How might these two simple but profound changes improve your life? Here is a stimulating, thought-provoking guide that will help anyone overcome perfectionistic tendencies and enjoy a more rewarding life. The step-by-step action plan is designed to reverse the paralyzing compulsion to be perfect, starting with the 9 signs of out-of-control perfectionism and a self-assessment. The powerful action plan is backed up with 18 exercises to help you silence the inner critic, embrace imperfection, and live without fear of others' disapproval.

ISBN: 9781973356387 | (November 2017) 5-1/2" x 8-1/2", 172 pages

Rights sold: Chinese (simplified), Vietnamese | Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99

DAMON ZAHARIADES

Digital Detox

The Ultimate Guide to Beating Technology Addiction, Cultivating Mindfulness, and Enjoying More Creativity, Inspiration, and Balance in Your Life

Are you addicted to your phone, social media, or the Internet? Feeling depressed, lethargic, and unmotivated? You're not alone. More people than ever are realizing their phones, laptops, and other digital devices are negatively impacting their quality of life. Being constantly plugged in comes at a price—increased stress, impaired sleep, decreased productivity, and more. But there is good news: There's a simple way to enjoy a quieter, more relaxed daily experience. *Digital Detox* provides an effective, step-by-step blueprint for redefining your relationship with technology.

ISBN: 9781976788666 | (January 2018) 5-1/2" x 8-1/2", 202 pages

Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99

DAMON ZAHARIADES

The P.R.I.M.E.R. Goal Setting Method

The Only Goal Achievement Guide You'll Ever Need!

Setting goals seems as if it should be easy. Why then do so many of us not reach our goals and dreams? If you are frustrated with pursuing dreams that never come to pass, you'll love *The P.R.I.M.E.R. Goal Setting Method*. Imagine pursuing a new skill, a coveted promotion, a promising relationship, a toned physique, or financial independence, without a shred of doubt that you'll succeed. This action guide provides a clear, concise, and easy-to-implement system for accomplishing anything you set out to do. You'll learn how to approach goal setting in a way that guarantees success and generates extraordinary results in your life.

ISBN: 9781983260124 | (June 2018) 5-1/2" x 8-1/2", 158 pages

Rights sold: Vietnamese | Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99

DAMON ZAHARIADES

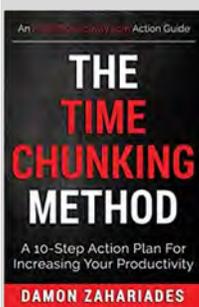
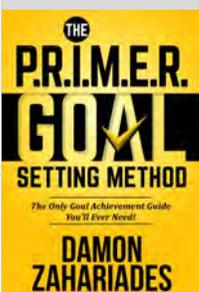
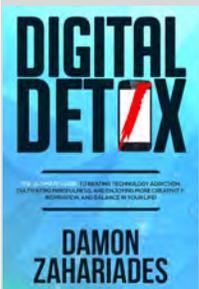
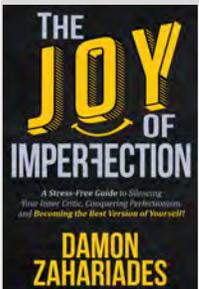
The Time Chunking Method

A 10-Step Action Plan for Increasing Your Productivity

Managing your time and increasing your productivity is easy when you use a proven system—and the Time Chunking Method is one of the best time management strategies ever created. Students, corporate managers, small business owners, and stay-at-home moms employ it to get more done, stay motivated, and carve out more free time. This easy-to-execute blueprint shows how to use time chunking to streamline your workflow—how to get started, overcome roadblocks, set goals, get the most out of the breaks that separate your time chunks, prevent burnout, and more!

ISBN: 9781520902272 | (March 2017) 5-1/2" x 8-1/2", 168 pages

Rights sold: Chinese (simplified), Vietnamese | Audience: Self-help, productivity, time management, personal growth & success | Price: \$9.99



GREG GITHENS

How to Think Strategically

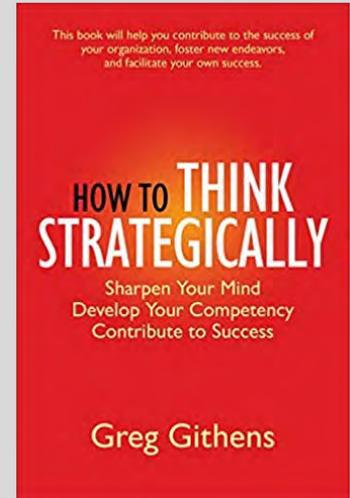
Sharpen Your Mind, Develop Your Competence, Contribute to Success



The human mind is a powerful but imperfect tool for crafting strategy—it is fooled by illusions, neglectful of weak signals, biased to the status quo, and shaped by culture. Smart people can and do make bad strategic decisions. But there is good news! Strategic thinking is a skillset that can be learned!

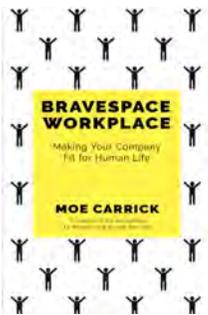
In this new book, strategic thinking coach and consultant Greg Githens delivers tools, techniques, and strategies to help anyone develop their mental acumen and have strategic impact. He reveals 20 key micro-skills for strategic thinking, questions to spark strategic insights, advice on how to design and execute strategic plans, and tips to mitigate blind spots and decision traps.

Organizations need extraordinary leaders to explore beyond the edges of the known, familiar, and conventional. Githens helps leaders to reflect the four X-factors of strategic thinking that lead to personal and organizational success: drive (ambition for themselves and others), insight (imperfectly seizing the unknown), chance (embracing risk), and emergence (searching for ideas that have the potential to profoundly influence the organization in the future).



ISBN: 9781938548901 | (July 2019) 6" x 9", 304 pages

Audience: Executives, leaders, managers, entrepreneurs, personal success | Price: \$24.95



MOE CARRICK

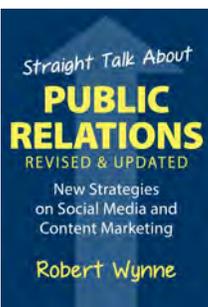
Bravespace Workplace

Making Your Company Fit for Human Life

People are what make companies great. This book reveals what it takes for companies to bring out the best in their greatest asset—their people. Using potent examples from 35 years of working with companies striving to be people centered, bestselling author and organizational culture expert Moe Carrick offers a fresh, honest, and direct roadmap for leaders everywhere who seek to make their workplace fit for human life. She shows leaders how to focus on six interdependent levers of day-to-day work (culture, leadership, team, meaning, design, and partnership with machines) to ensure that employees grow, connect, and thrive.

ISBN: 978193854837 | (May 2019) 5-1/2" x 8-1/4", 264 pages

Audience: Leaders, business owners, managers, employees, HR & talent professionals, organizational designers | Price: \$19.95



ROBERT WYNNE

Straight Talk About Public Relations, Revised & Updated

New Strategies on Social Media and Content Marketing, *Second Edition*

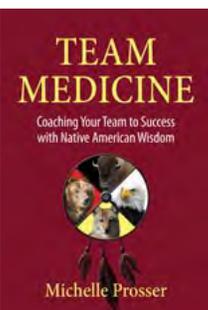


Public relations is the persuasion business. Anyone who wants to learn how to communicate their message and influence the media, clients, employees, their peers, or anyone else will benefit from this witty, no-holds-barred introduction to the art of public relations. In this expanded edition, seasoned PR thought leader Robert Wynne delivers the essentials of PR—how to write compelling press releases, pitch to the media, craft editorials that wow, create persuasive social media campaigns, engage audiences with powerful content marketing, and measure PR success.

ISBN: 9781938548857 | (January 2019) 6" x 9", 174 pages

First edition rights sold: Chinese (simplified), English reprint—India

Audience: Entrepreneurs, public relations, social media, & marketing professionals | Price: \$19.95



MICHELLE PROSSER

Team Medicine

Coaching Your Team to Success with Native American Wisdom



Team Medicine is the first teambuilding book to draw on Native American wisdom to build high-performing teams. It helps leaders discover and nurture the life force of every team. Designed for those who value collaboration, creativity, and accountability, this book shows how teams can progress through the growth stages of the Medicine Wheel and then provides structure and exercises to build a team into a healthy, self-directed Sacred Circle where each member is honored for what he or she brings to the whole. This practical transformation guide and assessment show leaders how to change their culture to enable their teams and their organizations to succeed.

ISBN: 9781947540019 | (September 2019) 6" x 9", 284 pages

Audience: Executives, team leaders, managers, coaches, mentors, HR & talent development professionals | Price: \$24.95



JOHN GUASPARI

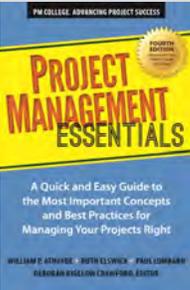
Otherwise Engaged

How Leaders Can Get a Firmer Grip on Employee Engagement and Other Key Intangibles

Employee engagement has been the elusive holy grail for companies and leadership since surveys first revealed the serious gap between what we believe creates engagement and what really does. Bestselling author and talent development consultant John Guaspari delivers an insightful and fresh perspective on keys to talent development and organizational effectiveness—engagement, empowerment, values, and trust—in a useful and practical narrative that will challenge leaders to implement much-needed solutions to human capital issues.

ISBN: 9781938548994 | (March 2019) 5-1/2" x 8-1/2", 168 pages

Audience: Executives, leaders, managers, team members, talent & human resources professionals | Price: \$19.95



WILLIAM P. ATHAYDE, RUTH ELSWICK & PAUL LOMBARD

Project Management Essentials, 4th Edition

A Quick and Easy Guide to the Most Important Concepts and Best Practices for Managing Your Projects Right

Whether readers are new to project management or just need to refresh their knowledge, *Project Management Essentials* is the quickest, easiest way to learn how to manage projects successfully. The simple strategies, tips, and techniques in this book deliver the essential tools needed to be an effective project manager. This new edition of the bestselling guide offers new templates and updated content and complies with the most recent project management standard, the PMBOK® Guide 6th Edition.

ISBN: 9781938548970 | (December 2018) 6" x 9", 240 pages

Third edition rights sold: Chinese (simplified), English reprint—India | Audience: Project managers, managers | Price: \$24.95



RICH MALTZMAN & JIM STEWART

How to Facilitate Productive Project Planning Meetings

A Practical Guide to Ensuring Project Success

Rigorous planning is vital to project success, and yet project planning tends to be done piecemeal or not at all, often leading to incomplete information and ultimately poor results. This practical guide to facilitating planning meetings provides the step-by-step road map to effectively jump-start projects for success. The award-winning authors feature dozens of stories from practicing project managers to illustrate meeting techniques that work and easy-to-use templates, sample schedules, and checklists to help every project manager get the results their organizations need out of every project.

ISBN: 9781938548260 | (November 2018) 6" x 9", 240 pages

Audience: Project managers, team leaders, managers, facilitators | Price: \$24.95



MONA AMODEO

Beyond Sizzle

The Next Evolution of Branding

Today organizations are judged not just for the quality and price of their products but whether they are also a force for good. Award-winning management strategist Dr. Mona Amodeo brings together the best practices of change management, marketing, and communications to give readers an actionable process for creating brands that matter—organizations that are redefining workplaces, reimagining customer experiences, and creating innovative products and services that are building healthier, more sustainable communities—in turn, creating a better world for us all.

ISBN: 9781938548154 | (September 2018) 5-1/2" x 8-1/4", 334 pages

Audience: Green & small business leaders, marketing & organization development professionals | Price: \$24.95



MOE CARRICK & CAMMIE DUNAWAY

Fit Matters

How to Love Your Job

With this practical, thought-provoking guide, employees at any career stage will be able to find the job they'll love—one that matches their needs and provides meaning to their lives. *Fit Matters* is designed to help readers evaluate the fit between their needs and the culture of their current or prospective employer, assess what they need to thrive at work, and develop options if they need to make a change.

ISBN: 9781938548741 | (May 2017) 6" x 9", 256 pages

Rights sold: Chinese (simplified characters) | Audience: Careers, self-help, personal success | Price: \$24.95

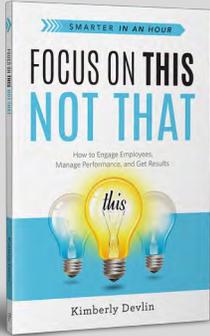




Everyone is busy. But anyone can find an hour to learn how to run a better meeting, lead a team more effectively, enhance customer service, or improve business writing. Whether you need to brush up on your business acumen skills—or acquire them for the first time—commit just 60 minutes to reading a SMARTER IN AN HOUR book, and you are guaranteed to optimize your productivity and start getting the results you want.

SMARTER IN AN HOUR is not just a book series.

It is a movement to help people become leaders with greater impact and less stress.



KIMBERLY DEVLIN

Focus on This, Not That

How to Engage Employees, Manage Performance, and Get Results



Being a manager is a job; it takes work. Being an incredible manager, however, is a choice. It requires focusing on “this”—establishing employee expectations, setting goals, giving recognition and feedback, and delegating as a means to develop teams—and not “that”—whatever the manager did yesterday. But where can managers find the time in their already busy schedules to do these things? Help is here in this next title in the SMARTER IN AN HOUR series from master of productivity and learning, Kimberly Devlin. In one hour, managers will learn where to start, what to do, and how to follow through to engage their employees, manage performance, and get results.

ISBN: 9781939247148 | (October 2019) 6” x 9”, 120 pages

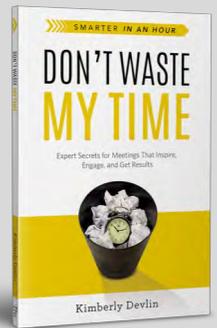
Audience: Managers, team leads, talent development professionals | Price: \$16.95

KIMBERLY DEVLIN

Don’t Waste My Time

Expert Secrets for Meetings That Inspire, Engage, and Get Results

No matter the size, purpose, or timing of your meetings—whether you are convening multiple teams at a conference, leading a staff meeting, chairing a PTA committee, or facilitating a virtual meeting of remote workers—this book will be the best hour investment you can make to get results in your business and personal meetings—all backed up with tools, templates, assessments, and more. In this book, first in the new SMARTER IN AN HOUR series, Kimberly Devlin shares her surefire PLANNER strategy for planning productive and engaging meetings, provides tools that streamline meeting preparation and follow-through, reveals expert facilitation secrets and techniques so you can lead meetings like a pro, and gives strategies to manage the difficult situations and bad behaviors that perpetually plague meetings.



ISBN: 9781939247117 | (January 2019) 6” x 9”, 120 pages

Audience: Managers, leaders, facilitators, team leads | Price: \$16.95



KIMBERLY DEVLIN

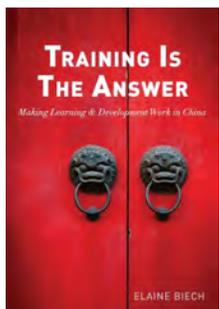
Same Training, Half the Time

Delivering Results for Busy Learners

Impossible, right? Especially when time is tight and expectations are high. Yet, in today’s time-constrained workplace, organizations need to be able to develop their workforce faster and faster if they hope to compete and achieve business results. In this book, expert trainer and instructional designer, Kimberly Devlin, distills the strategies essential to designing, developing, and delivering *better* training in half the time. Learn to create meaningful learning events in less time and with less stress.

ISBN: 9781939247094 | (March 2018) 6” x 9”, 212 pages

Rights sold: Chinese | Audience: Instructional designers, trainers, talent development & HR professionals, managers | Price: \$16.95



ELAINE BIECH

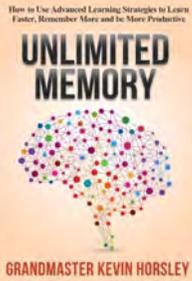
Training Is the Answer

Making Learning and Development Work in China

In this book, training guru Elaine Biech provides a bridge between the training professions in the United States and China, addressing the unique cultural differences in the Chinese workplace with a very practical look at training design and delivery, use of technology, training evaluation, and more. She shares her innovative training secrets and rock-solid training expertise, emphasizing both classic and cutting-edge approaches that ensure learning drives performance.

ISBN: 9781939247063 | (October 2015) 7” x 10”, 296 pages

Rights sold: China (simplified), English reprint—India | Audience: Trainers, training managers, learning professionals | Price: \$29.95



KEVIN HORSLEY

Unlimited Memory

How to Use Advanced Learning Strategies to Learn Faster, Remember More, and Be More Productive

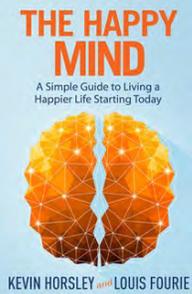
Learn how the world's best memory masters train themselves to concentrate at will. When you can easily focus on the task at hand and store and recall useful information, you can double your productivity and eliminate wasted time, stress, and mistakes at work. In this book, world memory record-breaker Kevin Horsley shows readers how anyone can use powerful memory strategies to learn faster, be more productive, and achieve more success.

ISBN: 9781631619984 | (March 2016) 6" x 9", 188 pages

Rights sold: Arabic, Chinese (simplified & complex), French, Korean, Lithuanian, Russian, Polish, Serbian, Thai, Turkish, Ukrainian, Vietnamese
Audience: Business & money, management, leadership | Price: \$19.99



200,000 copies sold!



KEVIN HORSLEY & LOUIS FOURIE

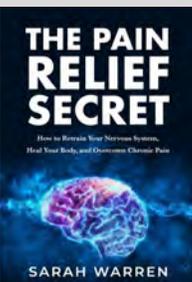
The Happy Mind

A Simple Guide to Living a Happier Life Starting Today

The search for happiness is fundamental for all humans, but it is not one-size-fits-all. *The Happy Mind* will help everyone discover valuable insights within themselves so that they can create lasting happiness instead of being driven by short-term pleasure-seeking. From the author of the bestselling *Unlimited Memory*, this book is the road map to living a happy life, custom-designed just for you.

ISBN: 9781631610387 | (January 2018) 6" x 9", 204 pages

Rights sold: English reprint—India | Audience: Self-help, personal success, motivation | Price: \$19.99



SARAH WARREN

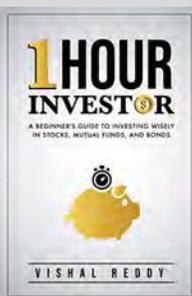
The Pain Relief Secret

How to Retrain Your Nervous System, Heal Your Body, and Overcome Chronic Pain

We have been sold that chronic pain as we age is inevitable and there is nothing we can do about it. But nothing could be further from the truth: The vast majority of pain is caused by the way we habitually use our bodies, and simple changes can actually heal pain and prevent future injuries from developing. Sarah Warren, Certified Clinical Somatic Educator and owner of the Somatic Movement Center, has helped thousands of people with chronic muscle and joint pain become pain free. Now anyone can learn the ability to prevent and eliminate chronic musculoskeletal pain through a simple, gentle process of retraining their nervous system. Learn how in this new book.

ISBN: 9781631610721 | (July 2019) 6" x 9", 244 pages

Audience: Self-help, health & wellness, pain management | Price: \$19.99



VISHAL REDDY

1-Hour Investor

A Beginner's Guide to Investing Wisely in Stocks, Mutual Funds, and Bonds

Wealthy people all have one thing in common: They have mastered the science and art of managing and investing money wisely. That's where *1-Hour Investor* can help. It delivers a lifetime of financial knowledge—in just one hour. Readers will learn the basics of investing for long-term financial success, including stocks, bonds, mutual funds, IRAs, or 401(k)s—all of the foundational keys to investing in one easy-to-read book. You don't need to be a math whiz or have an MBA to understand how to succeed financially.

ISBN: 9781631610684 | (March 2019) 6" x 9", 110 pages

Audience: Business & finance, personal & money success, wealth management | Price: \$19.99



MICHAEL MACKINTOSH

Get It Done

The 21-Day Mind Hack System to Double Your Productivity and Finish What You Start

Reaching your most important goals is never easy. And if you're too busy, too anxious, or just having trouble getting started, something needs to change. Let thought leader Michael Mackintosh help you get results in business and life by using tools and mindsets to take massive action to bring your brightest ideas and most important projects to life in 21 days or less. You can be as much as 16 times more successful than you currently are by following the strategies in this book—paying attention to what really matters, staying focused, and no longer wasting time in the weeds.

ISBN: 9781631610639 | (December 2018) 6" x 9", 222 pages

Rights sold: Chinese (simplified) | Audience: Motivation, productivity, self-help, personal success | Price: \$19.99



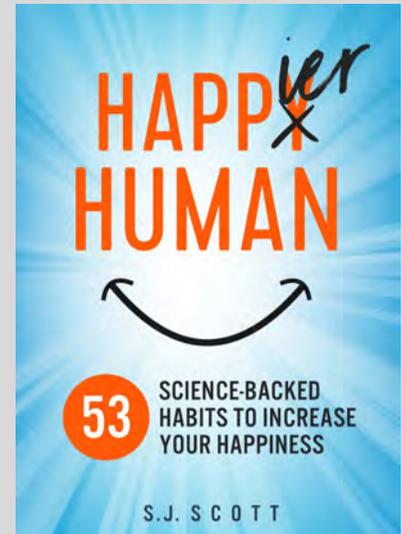
S.J. SCOTT

Happier Human

53 Science-Backed Habits to Increase Your Happiness

Stop waiting for happiness to find you! Use these 53 strategies to get it today! Written by *Wall Street Journal* bestselling author S.J. Scott, *Happier Human* provides a detailed examination of the strategies and ideas that actually make people happy. Each idea is supported by a wealth of research into why it works. Plus, it also includes a simple action plan for turning these ideas into permanent habits that people can incorporate into their busy lives. You'll learn:

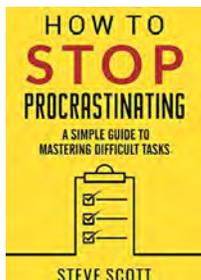
- The role happiness plays in your success (hint: it's so much bigger than you think!)
- How adaptation dampens your happiness ... and what you can do to fight that tendency
- Which of our emotions are broken, and what that means for you
- 5 fundamental needs we all experience on a daily basis
- 8 reasons people struggle with unhappiness today
- How to identify and use the "big levers of happiness"
- What the 80/20 Rule actually means, and how to use it
- Tools to test your level of happiness right now



ISBN: 9781946159199 | (February 2019) 6" x 9", 274 pages

Rights sold: English audio

Audience: Self-help, personal success, motivation, & happiness | Price: \$10.99



S.J. SCOTT

How to Stop Procrastinating

A Simple Guide to Mastering Difficult Tasks

Simply put, procrastination limits success. Unaddressed, it keeps people from achieving their goals in life. Bestselling author S.J. Scott can help. He delivers a straight-forward, systematic framework for building an action-oriented habit through all areas in life—with actionable advice to break the “procrastination habit,” replace it with a set of positive habits, and eliminate barriers to results and success.

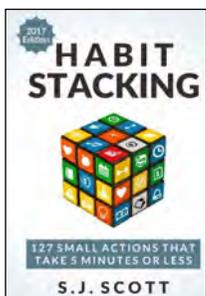


20,000 copies sold!

ISBN: 9781973775287 | (September 2017) 6" x 9", 156 pages

Rights sold: Chinese (simplified), Korean, Polish

Audience: Self-help, personal growth & success, productivity | Price: \$12.99



S.J. SCOTT

Habit Stacking

127 Small Actions That Take 5 Minutes or Less, Expanded Edition

Who wouldn't be willing to spend 5 minutes a day to dramatically improve their lives? In this book, readers discover 127 quick habits that they can “stack” together into a simple daily routine. These small but powerful life changes will enable them to transform their work lives, strengthen their personal relationships, stay on top of their finances, get organized, and improve their health. Includes strategies to create an easily maintained routine and tools to keep readers motivated and consistent.

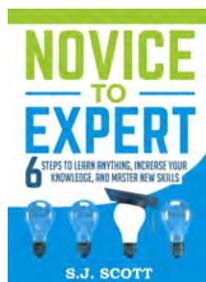


40,000 copies sold!

ISBN: 9781946159014 | (April 2017) 6" x 9", 270 pages

Rights sold: Chinese (simplified), Hungarian, Japanese, Korean, Russian, Vietnamese

Audience: Self-help, stress management, productivity | Price: \$14.99



S.J. SCOTT

Novice to Expert

6 Steps to Learn Anything, Increase Your Knowledge, and Master New Skills

Anyone can develop a talent with the right mix of practice, motivation, and coaching—without spending lots of time and money. This book includes strategies to set goals, identify the right things to practice daily, and learn how to practice and implement what you learn during small pockets of spare time in your busy day. The 6 powerful steps in this book will sharpen your skills and abilities to enable you to be the best you.

ISBN: 9781542310390 | (January 2017) 6" x 9", 136 pages

Rights sold: Chinese (simplified), Vietnamese | Audience: Self-help, personal growth & success, productivity | Price: \$11.99

S.J. SCOTT & JONATHAN GREEN



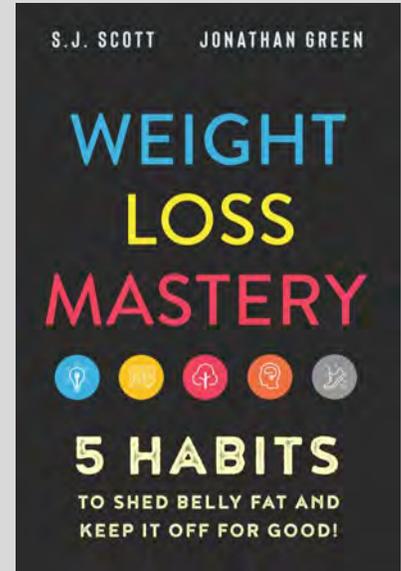
Weight Loss Mastery

5 Habits to Shed Belly Fat and Keep It Off for Good!

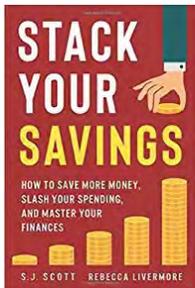
Tired of “losing”—and finding again—the same few pounds? Want to make healthier food and exercise choices? Tired of fad diets and the “flavor of the month” exercise craze?

Let *Weight Loss Mastery* help. It provides five actionable habits you can use to lose a drastic amount of weight and keep it off. In this book you will learn how to focus on building small habits into your life that have a positive and compounding effect. These tiny, “one percent” changes might seem like nothing at first, but over time they have a powerful snowball effect.

Throughout this book, *Wall Street Journal* bestselling author S.J. Scott and Jonathan Green will teach you a simple formula: Burn more calories than you take in. To keep the math simple, your goal will be to burn 500 calories more than you eat every single day. Following their simple but transformative strategies will help you take back control and start mastering your weight and health!



ISBN: 9781946159212 | (September 2019) 6” x 9”, 162 pages
Audience: Weight loss, health, fitness, & dieting | Price: \$13.99



S.J. SCOTT & REBECCA LIVERMORE

Stack Your Savings

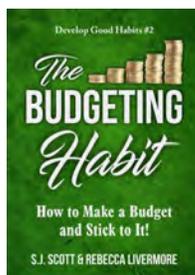
How to Save More Money, Slash Your Spending, and Master Your Finances

Forget the feel-good fluff of lifestyle manuals or the stuffy number-crunching advice of other financial books. *Stack Your Savings* dispenses with both, subbing in tons of information and ideas to help you transform your bank accounts and your life right now. Bestselling authors and successful entrepreneurs Scott and Livermore lay out a path to freedom from money management issues. Based on their deep knowledge of human habits and happiness, they’ve created a book that addresses the most common financial foibles and helps anyone to climb out of debt for good.



ISBN: 9781946159205 | (May 2019) 6” x 9”, 236 pages

Audience: Budgeting & money management, personal transformation, self-help | Price: \$12.99



S.J. SCOTT & REBECCA LIVERMORE

The Budgeting Habit

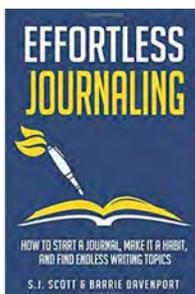
How to Make a Budget and Stick to It!

Many people struggle with their finances, buried in credit card debt and failing to reach their financial goals. It’s no secret that a budget would help them, but the truth is that most people hate budgets because they think they are hard, restrictive, and no fun. But what if there was a simple way to create a budget and stick to it? The solution is reframing thinking and implementing the step-by-step process revealed in *The Budgeting Habit*. Readers will discover how to create a sustainable budget, stay motivated, identify financial goals, accelerate debt reduction, and so much more.



ISBN: 9781946159144 | (July 2018) 6” x 9”, 130 pages

Audience: Budgeting & money management, personal transformation, self-help | Price: \$11.99



S.J. SCOTT & BARRIE DAVENPORT

Effortless Journaling

How to Start a Journal, Make It a Habit, and Find Endless Writing Topics

Journaling can change your life—helping you be healthier, happier, smarter, and more self-aware. But developing the journal habit on your own can be challenging. With *Effortless Journaling*, you are not alone. It provides a practical roadmap to making journaling part of your daily routine, including guidance on understanding the positive impact of journaling, how to combine journaling with the practice of mindfulness, simple tools to get you started, 9 popular journaling strategies and how to pick the one that’s right for you, and tools to help you turn journaling into a sticky, permanent habit that can transform your life.

ISBN: 9781946159175 | (November 2018) 6” x 9”, 156 pages

Audience: Self-help, personal growth & success, mental health, productivity | Price: \$10.99

S.J. SCOTT & BARRIE DAVENPORT



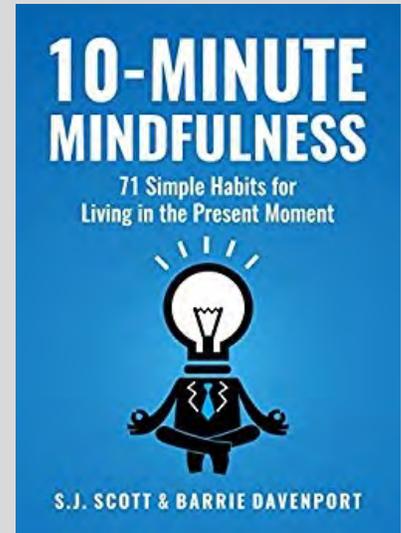
40,000 copies sold!

10-Minute Mindfulness

71 Simple Habits for Living in the Present Moment

Want to improve your focus, productivity, happiness, and peace of mind? Want to eliminate negativity, stress, and anxiety? Let bestselling authors Scott and Davenport show you how to anchor in the present moment, even if it's just for a few minutes at a time. Choose from 71 mindfulness habits to tailor your personal adventure, discover the practical tools to turn these actions into automatic behavior, and make a positive, lasting impact on your life. You'll learn:

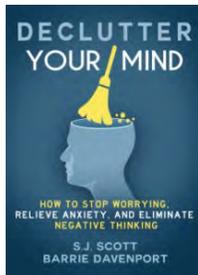
- The importance of replacing the trap of unconscious living with the daily practice of mindfulness
- 10 benefits of developing mindfulness habits and mindset
- 9-step process for building mindfulness habits
- Strategies to explore mindfulness habits throughout your day and build a mindfulness routine that can transform your life



ISBN: 9781546768286 | (May 2017) 6" x 9", 248 pages

Rights sold: Chinese (simplified), Czech, Hebrew, Korean, Polish, Turkish, Vietnamese

Audience: Self-help, mindfulness & well-being, personal growth & success | Price: \$12.99



S.J. SCOTT & BARRIE DAVENPORT

Declutter Your Mind

How to Stop Worrying, Relieve Anxiety, and Eliminate Negative Thinking

This book from bestselling authors S.J. Scott and Barrie Davenport helps people practice mindfulness techniques that create more "space" in their minds so that they can enjoy more inner peace and happiness. These simple habits empower readers with the clarity needed to prioritize what's most important in their lives, let go of what no longer serves their goals, and decide how they want to live every day. Instead of just telling readers to do something, the authors provide practical, science-backed, daily actions that readers can take to create real and lasting change.

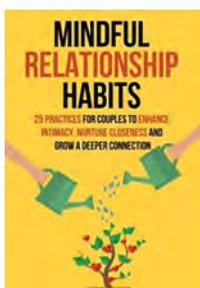
ISBN: 9781535575089 | (August 2016) 6" x 9", 156 pages

Rights sold: Chinese (simplified & complex), Estonian, German, Italian, Korean, Polish, Portuguese, Russian, Spanish, Turkish, Vietnamese

Audience: Self-help, stress management, productivity, mindfulness | Price: \$14.99



120,000 copies sold!



S.J. SCOTT & BARRIE DAVENPORT

Mindful Relationship Habits

25 Practices for Couples to Enhance Intimacy, Nurture Closeness, and Grow a Deeper Connection

Feel disconnected from your spouse or partner? Struggle to keep your relationship fresh? Worried that everything will end in heartbreak? If you want to build a deeper connection with your spouse or partner, *Mindful Relationship Habits* will show you how to have a more mindful relationship by applying 25 specific practices. These habits will help you be more present with one another, communicate better, avoid divisive arguments, and understand how to respond to one another's needs in a more loving, empathic, and conscious way.

ISBN: 9781983507946 | (January 2018) 6" x 9", 280 pages

Audience: Self-help, communication & social skills, relationships, personal growth & success | Price: \$13.99



20,000 copies sold!



S.J. SCOTT & BARRIE DAVENPORT

The Mindfulness Journal

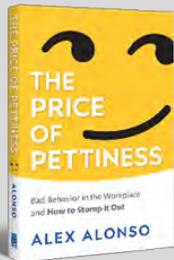
Daily Practices, Writing Prompts, and Reflections for Living in the Present Moment

It's easy to feel worried when surrounded by negativity and headlines full of bad news. *The Mindfulness Journal* from personal habit gurus Scott and Davenport helps anyone build a stress-reducing habit to reduce anxiety and learn to live in the present moment. Its 365 daily unique, actionable writing prompts are divided into 52 weekly mindfulness topics to give journalers seven days to dive deeper into each topic. This engaging journal will awaken readers to appreciation for the world around them.

ISBN: 9781416613626 | (December 2017) 7-1/2" x 9", 431 pages

Audience: Self-help, spirituality, wellness, meditation | Price: \$17.99

SHRM, the **Society for Human Resource Management**, creates better workplaces where employers and employees thrive together. As the voice of All Things Work, workers, and the workplace, SHRM is the foremost expert, convener, and thought leader on issues impacting today’s evolving workplaces. With 300,000+ human resource (HR) and business executive members in 165 countries, SHRM impacts the lives of more than 115 million workers and families globally. SHRM Books publishes business trade books and ebooks to inspire, inform, and educate HR professionals and people managers around the world with practical guidelines, thought leadership, and proven solutions for All Things Work.



ALEX ALONSO

The Price of Pettiness

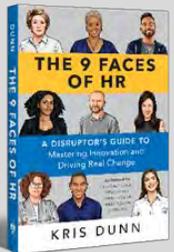
Bad Behavior in the Workplace and How to Stomp It Out

Beyond the usual everyday annoyances and exasperations experienced in the workplace, pettiness limits careers and opportunities on a broad scale and sometimes crosses the line into unquestionably criminal behavior. Based on new SHRM research, this groundbreaking book examines the seemingly limitless depths of workplace pettiness—as well as the remarkable heights of creativity it seems to inspire in people—and delivers proven tools anyone can use to spot pettiness and deal with it directly.



ISBN: 9781586446192 | (June 2019) 6” x 9”, 178 pages

Audience: Human resource & personnel management professionals, managers, talent & business leaders | Price: \$24.99



KRIS DUNN

The 9 Faces of HR

A Disruptor’s Guide to Mastering Innovation and Driving Real Change

Popular blogger and chief human resource officer Kris Dunn presents a hard, but compelling reality: Every HR professional on the planet can be classified as one of 9 “Faces” based on their career level and their ability to innovate and drive change. This book’s behavioral assessment helps readers quickly identify their own “HR Face” and then reveals career tracks, behavioral markers, ROI, macro-trends driving behavior, and market demand for each face.



ISBN: 9781586445737 | (June 2019) 6” x 9”, 224 pages

Audience: Human resource & personnel management professionals, managers, talent & business leaders | Price: \$23.99



ROB & TERRI BOGUE

Extinguish Burnout

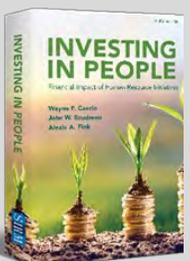
A Practical Guide to Prevention and Recovery

Who hasn’t suffered at one time or another from exhaustion, cynicism, and a lack of effectiveness? But combine them over time and you’re flirting with disaster of catastrophic magnitude—burnout. Based on extensive research and full of real-world stories and examples, workplace culture experts Rob and Terri Bogue take a deep dive into the signs, sources, and solutions of burnout and deliver an essential resource that helps anyone identify, prevent, and recover from burnout.



ISBN: 9781586446345 | (June 2019) 6” x 9”, 232 pages

Audience: Human resource & personnel management professionals, managers, talent & business leaders | Price: \$25.99



WAYNE F. CASCIO, JOHN W. BOUDREAU, & ALEXIS A. FINK

Investing in People

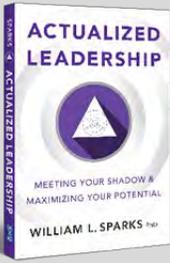
Financial Impact of Human Resource Initiatives, *Third Edition*

Investing in People draws upon state-of-the-art practice and research across disciplines including psychology, economics, accounting, and finance to provide HR professionals and leaders with proven guidelines for evaluating key HR initiatives. It is based on a comprehensive framework that clarifies and supports strategic linkages between investments in human capital and important outcomes that senior leaders most care about, such as talent acquisition, engagement, customer service, and higher financial returns.



ISBN: 9781586446093 | (June 2019) 6” x 9”, 464 pages

Audience: Human resource & personnel management professionals, managers, talent & business leaders | Price: \$34.99



WILLIAM L. SPARKS

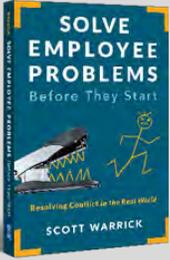
Actualized Leadership

Meeting Your Shadow and Maximizing Your Potential

Based on the works of Abraham Maslow, David McClelland, Carl Jung, and Carl Rogers, this groundbreaking book shows how actualized leaders think, feel, and manage differently and provides practical steps and strategies for developing a more actualized approach to leadership. Dr. Sparks defines nine thinking, feeling, and acting traits common to self-actualized leaders and gives readers an opportunity to develop these traits in themselves as they work through the free "Actualized Leader Profile" assessment.

ISBN: 9781586445683 | (June 2019) 6" x 9", 224 pages

Audience: Human resource & personnel management professionals, managers, talent & business leaders | Price: \$25.99



SCOTT WARRICK

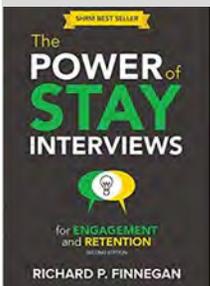
Solve Employee Problems Before They Start

Resolving Conflict in the Real World

With compassion, clarity, and conviction (and a dash of comedy for good measure), popular speaker and employment law attorney Scott Warrick distills conflict resolution to just three simple moves: Empathic Listening, Parroting, and Rewards (EPR). Because no one can use their EPR skills unless they can control themselves, he shows HR professionals step-by-step how to become emotionally intelligent communicators with the mental toughness critical in resolving conflict.

ISBN: 9781586446291 | (June 2019) 6" x 9", 226 pages

Audience: Human resource & personnel management professionals, managers, talent & business leaders | Price: \$27.99



RICHARD P. FINNEGAN

The Power of Stay Interviews for Engagement and Retention, 2nd Edition



The perennial problem in organizations is this: How can you keep your best employees? Retention expert Richard Finnegan proposes a proven and proactive approach—the Stay Interview—as an easy-to-use tool to uncover, anticipate, and resolve issues and concerns before top talent leave. One of SHRM's all-time bestselling books, *The Power of Stay Interviews* is now revised and updated to reflect generations at work, including millennials and older workers, brand-new Stay Interview questions, and introduces "Finnegan's Arrow"—a potent business-driven strategy for retaining your best employees.

ISBN: 9781586445126 | (June 2018) 6" x 9", 128 pages

Audience: Human resource & personnel management professionals, managers, talent & business leaders | Price: \$29.99

TIM SACKETT

The Talent Fix

A Leader's Guide to Recruiting Great Talent

Corporate talent acquisition has been failing for decades, but it doesn't have to. There are simple fixes, organizational designs, and technology that can turn around the success of an organization's ability to recruit almost overnight. Here, HR executive Tim Sackett uses his 20 years of experience working with *Fortune* 500 companies to deliver real-world examples and stories about how innovative organizations and top talent acquisition leaders are successfully recruiting today. *The Talent Fix* presents a proven, practical, and scalable recruiting model for talent acquisition leaders and practitioners and shows how organizations can build and sustain a great talent acquisition function.

ISBN: 9781586445225 | (April 2018) 6" x 9", 192 pages

Audience: Human resource & personnel management professionals, managers, talent & business leaders | Price: \$24.99



STEVE BROWNE

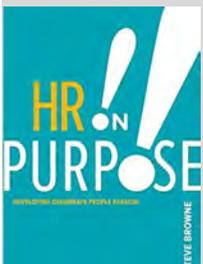
HR on Purpose

Developing Deliberate People Passion

HR leader and popular "Everyday People" blogger Steve Browne takes a fresh look at HR through an engaging assortment of real-life examples, insights, and epiphanies and encourages practitioners to drop the preconceptions of what HR should be and instead look to what HR could be. Whether expert or new to human resource management, readers will rekindle their passion for a field that is vibrant and vital and touch the lives of everyone they encounter with *HR on Purpose*! New audiobook read by the author also available.

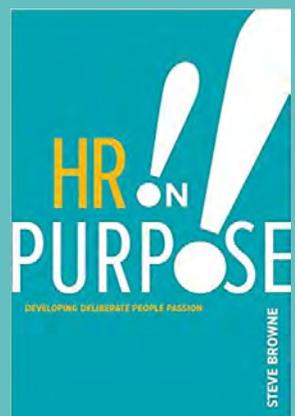
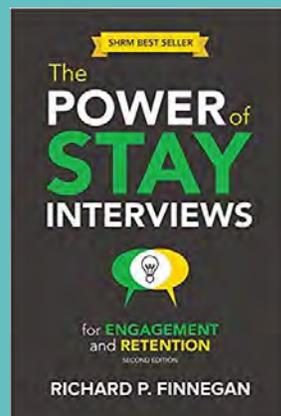
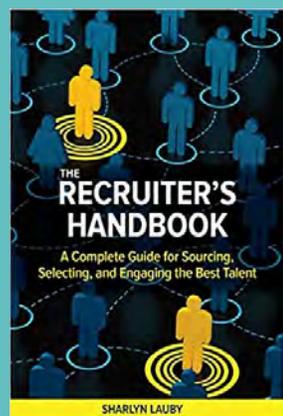
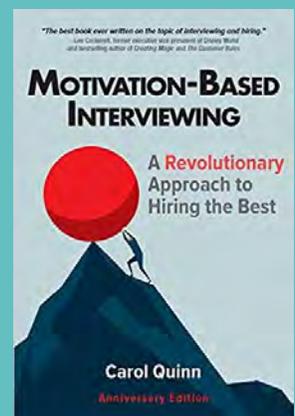
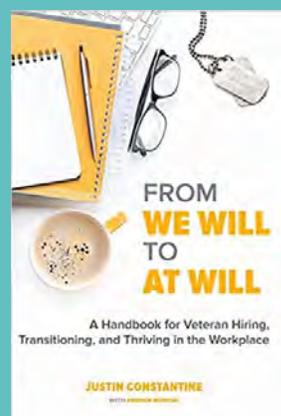
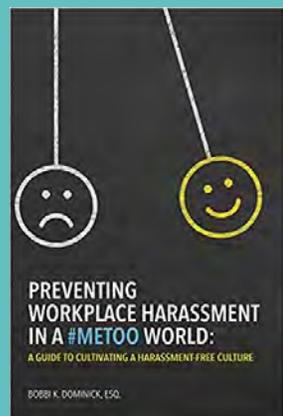
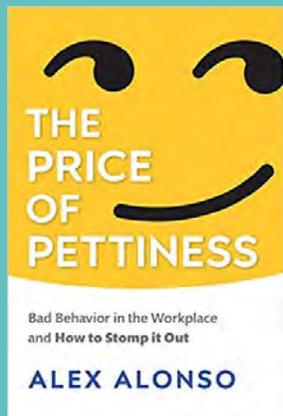
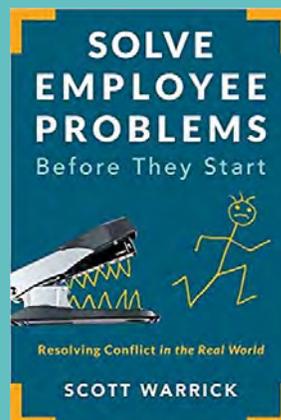
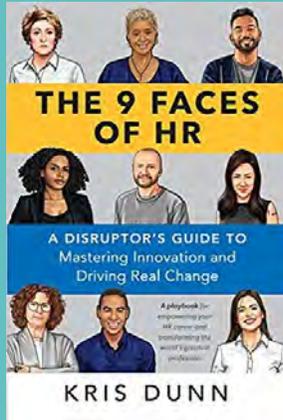
ISBN: 97811586444259 | (November 2017) 6" x 9", 152 pages

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