



Annotated Reading List

Getting Things Done. D Allen (there is a newer edition from 2016)
All about personal (time) management

Questions of Character. J Badaracco (2006)
Challenges for a leader's character through literature

The One Minute Manager. K Blanchard and S Johnson (1981)
Short book about managing people well

The Four Thousand Weeks. O Burkeman (2021)
Philosophical guide to time and time management

How Will You Measure Your Life? C Christensen (2012)
Asks-How can I be sure that I will be successful and happy in my career, that my relationships with my spouse, my children and my extended family and close friends become an enduring source of happiness, and that I live a life of integrity?

Good to Great. J Collins (2001)
A classic that describes how companies made and sustained the leap to greatness, including the importance of the hedgehog concept and Level 5 leadership

The 7 Habits of Highly Effective People. S Covey (first published in 1989)
Principle centered approach about how to lead one's life

Emotional Intelligence. D Goleman (there is a newer edition from 2005)
Perhaps dated but still valuable about how to handle one's own emotions

Getting to Yes. R Fisher and W Ury (there is a newer edition from 2011)
Best single book about negotiation. BATNA!

Working Identity. H Ibarra (2004)
A way to reinvent your career

Who Moved My Cheese? S Johnson (1998)
Parable about change

Leading Change. J Kotter (there is a newer edition from 2012)
The 8-step process for managing change is excellent

Encouraging the Heart. J Kouzes and B Posner (there is a newer edition from 2013)
All about recognizing and rewarding people

The Leadership Challenge. J Kouzes and B Posner (there is a newer edition from 2017)
Probably the best single book about leadership

The 5 Dysfunctions of a Team. P Lencioni (2002)
How to develop trust, conflict, commitment, accountability, and attention to results

What I Wish I Knew When I was 20. T Seelig (2009)
A guide to transitioning to adulthood



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Simone's Maxims. Updates and Expanded: Understanding Today's Medical Centers. J. Simone
See also: Clin Cancer Res 1999; 2281-2285.

Difficult Conversations. D Stone, B Patton, S Heen (there is a newer edition from 2010)
An approach to having those tough conversations

The First 90 Days. M Watkins (there is a newer edition from 2013)
How to successfully on board