

## FranklinCovey S All Access Pass Provides The Ultimate

Take The 7 Habits of Highly Effective People to an Entirely New Level Your Leadership Skills Are About to Change. Millions have read the all-time global best seller The 7 Habits of Highly Effective People by Stephen R. Covey. Both leaders and individuals have been inspired and transformed by its universal principles of effectiveness, including Scott Jeffrey Miller. Miller, a student and personal friend of Stephen R. Covey, is now the new millennial voice of FranklinCovey leadership. Scott Jeffrey Miller knows what it's like to fail. He was demoted from his first leadership position after only three weeks?and that's just one of several messy management experiences on his two-decade journey to leadership success. Scott's not alone. Everyone fails. But something sets Scott apart: his transparency and willingness to openly share his story in a way that is forthright, relatable and applicable. Thirty leadership challenges you can apply now. In Miller's Management Mess to Leadership Success you'll find 30 leadership challenges that can, when applied, change the way you manage yourself, lead others, and produce results. The wisdom in Scott's book was learned through hard knocks and was honed by Stephen R. Covey and the FranklinCovey team through years of research and corporate training experience. Illustrated with Scott's real-life experiences, these challenges will teach you how to:

- Lead difficult conversations and celebrate success
- Inspire trust, actively listen, and challenge paradigms
- Put the right people in the right roles
- Create a clear and actionable vision for your team
- Accomplish your organization's Wildly Important Goals®
- Get the right results?in the right way
- Become the leader you would follow

Fans of The 7 Habits of Highly Effective People who have read and liked Radical Candor, Dare to Lead, and Mastering Leadership will love Scott Miller's Management Mess to Leadership Success: 30 Leadership Challenges to Be The Leader You Would Follow.

In early 2019 while in search of parenting advice, father of three young boys, Topgolf Chief Operating Officer, and author, Craig Kessler, asked a handful of friends to write him a letter on "how to be a good dad." The responses he received inspired him, in turn, to begin compiling additional letters for a work which would come to be known as The Dad Advice Project. Now, a little more than two years later, the completed book includes stories and advice from dads and granddads. As a former Boys & Girls Club member, Craig Kessler is proud to support the mission of Boys & Girls Clubs of America to help every young person reach their full potential. DadAdviceProject.com

**BUSINESS STRATEGY.** "The 4 Disciplines of Execution "offers the what but also how effective execution is achieved. They share numerous examples of companies that have done just that, not once, but over and over again. This is a book that every leader should read! (Clayton Christensen, Professor, Harvard Business School, and author of "The Innovator s Dilemma)." Do you remember the last major initiative you watched die in your organization? Did it go down with a loud crash? Or was it slowly and quietly suffocated by other competing priorities? By the time it finally disappeared, it s likely no one even noticed. What happened? The whirlwind of urgent activity required to keep things running day-to-day devoured all the time and energy you needed to invest in executing your strategy for tomorrow. "The 4 Disciplines of Execution" can change all that forever.

In business, if people merely like you, you're in trouble. They need to love you! Learn

how building loyalty and modeling great customer service behavior to develop frontline teams is the key to building raving fans. To thrive in today's economy, it's not enough for customers to merely like you. They have to love you. Win their hearts and they will not only purchase more—they'll talk you up to everyone they know. But what turns casual customers into passionate promoters? What makes people stick with you for the long haul? The industry experts at FranklinCovey set out to unlock the mysteries of gaining the customer's loyalty. In an extensive study that involved 1,100 stores and thousands of people, they isolated examples that stood out in terms of revenues and profitability. They found that these "campfire stores" burned brighter than the rest thanks to fiercely loyal customers and the employees who delight in making their customers' lives easier. Now *Fierce Loyalty* reveals the principles and practices of these everyday service heroes—the customer-facing employees who cultivate bonds and lift revenues through the roof. Full of eye-opening examples and practical tools, *Fierce Loyalty* helps you infuse empathy, responsibility, and generosity into every interaction and:

- Make warm, authentic connections
- Ask the right questions
- Listen to learn
- Discover the real job to be done
- Take ownership of the customer's issue
- Follow up and strengthen the relationship
- Share insights openly and kindly
- Surprise people with unexpected extras
- Model, teach, and reinforce these essential behaviors through weekly team huddles

It's time to invest in building loyalty. Even small improvements mean a big boost to your bottom line...and improves your business overall.

The average attention span of an adult is eight seconds—eight seconds! That is tough news for a presenter. It means you may have a room full of people, but their minds are elsewhere. You're competing with a slew of activities demanding their attention—email, texts, Facebook, YouTube, chats, and apps, in addition to thoughts about their next meeting and projects that are behind schedule. How do you get a message across in a world like that? The inability to powerfully inform and persuade amid an unprecedented number of distractions is one of the greatest hidden and pervasive costs of the twenty-first-century workplace. Learn to connect with your audience, and you'll stop having unproductive meetings and wasted time. In *Presentation Advantage*, FranklinCovey outlines its "Connect Model," the mental model that allows you to connect with the message, yourself, and the audience during any presentation by:

- Structuring relevant and purpose-driven messages
- Understanding how our brains best synthesize and remember key information
- Using visuals such as PowerPoint to inspire instead of torture your audience
- Aligning your message, body language, and tone of voice for a powerful delivery

Whether to one person or one hundred, effective presenting is today's top business skill, and the experts at FranklinCovey help you master it. With the *Presentation Advantage*, you can deliver dynamic, compelling, and truly effective presentations every time.

A timely, must-have guide to understanding and overcoming bias in the workplace, from the experts at FranklinCovey. Unconscious bias affects everyone. It can look like the disappointment of an HR professional when a candidate for a new position asks about maternity leave. It can look like preferring the application of a red brick university graduate over one from a state school. It can look like assuming a man is more entitled to speak in a meeting than his female junior colleague. Ideal for every manager who wants to understand and move past their own preconceived ideas, *Unconscious Bias* explains that bias is the result of mental shortcuts, our likes and dislikes, and is a

natural part of the human condition. And what we assume about each other and how we interact with one another has vast effects on our organisational success - especially in the workplace. Teaching you how to overcome unconscious bias, this book provides more than thirty unique tools, such as a prep worksheet and a list of ways to reframe your unconscious thoughts. According to the experts at FranklinCovey, your workplace can achieve its highest performance rate once you start to overcome your biases and allow your employees to be whole people. By recognising bias, emphasising empathy and curiosity, and making true understanding a priority in the workplace, we can unlock the potential of every person we encounter.

Learn to listen with more than your ears with the 7 Oaks gang in this Level 2 Ready-to-Read edition of the fifth book in the 7 Habits of Happy Kids series from Sean Covey and Stacy Curtis. On a rainy day, Lily wants to make cookies. But instead of paying attention to the recipe, she tells her dad she knows what she is doing. What could go wrong? Lily comes to understand the importance of listening—not just with your ears, but your eyes and heart as well! Each of the Level 2 Ready-to-Reads in this winning series focuses on one of the 7 Habits of Happy Kids.

For fans of Good to Great and The First 90 Days, The Four Disciplines of Execution is the book “every leader should read” (Clayton Christensen, Professor, Harvard Business School, and author of The Innovator’s Dilemma) for creating lasting organizational change. A #1 Wall Street Journal bestseller with more than 500,000 copies sold, The Four Disciplines of Execution will radically change your business. 4DX® is not theory. It is a proven set of practices that represents a new way of thinking essential to thriving in today’s competitive climate, making this 2nd Edition a book that no business leader can afford to miss. The 2nd Edition provides more than 30 percent new content, including insight on topics such as: -How 4DX impacts leaders of leaders. -The one metric that sustains execution for the long term. -Three leadership mindsets required for strategic commitment. -Utilizing technology for compelling executive scoreboards. The 4 Disciplines of Execution are used by more than 100,000 teams around the world in business, government, and education, and are changing how teams and organizations achieve their most important goals. The 4 Disciplines of Execution (4DX) is a simple, repeatable, and proven formula for executing your most important strategic priorities in the midst of the whirlwind. By following the 4 Disciplines—Focus on the Wildly Important; Act on Lead Measures; Keep a Compelling Scoreboard; Create a Cadence of Accountability—leaders can produce breakthrough results, even when executing the strategy requires a significant change in behavior from their teams. From Stephen R. Covey's eldest son come a revolutionary book that will guide business leaders, public figures and their organizations towards unprecedented productivity and satisfaction. Trust, says Stephen M. R. Covey, is the very basis of the 21st century's global economy, but its power is generally overlooked and misunderstood. Covey shows you how to inspire immediate trust in everyone you encounter - colleagues, constituents, the marketplace - allowing you to forego the time-killing and energy-draining check and balance bureaucracies that are so often relied upon in lieu of actual trust.

Outlining seven key organizational rules for improving effectiveness and increasing productivity at work and at home, a companion volume to The 7 Habits of Highly Effective People presents a step-by-step guide that includes in-depth exercises and

solutions that teach the fundamentals of fairness, integrity, honesty, and dignity and help readers set goals, enhance relationships, and promote success. Original. 75,000 first printing.

Sophie discovers a surprising truth about teamwork in this Level 2 Ready-to-Read edition of the sixth book in the 7 Habits of Happy Kids series from Sean Covey and Stacy Curtis. Ms. Hoot has assigned the class to write a poem, and everyone has to work with a partner. When Sophie is partnered with Biff, she is sure it's going to be a disaster because Biff is mean! But as they work together, they find they have more in common than they thought. Each of the Level 2 Ready-to-Reads in this winning series focuses on one of the 7 Habits of Happy Kids.

Wall Street Journal Bestseller A thought-provoking, accessible, and essential exploration of why some leaders ("Diminishers") drain capability and intelligence from their teams, while others ("Multipliers") amplify it to produce better results. Including a foreword by Stephen R. Covey, as well the five key disciplines that turn smart leaders into genius makers, Multipliers is a must-read for everyone from first-time managers to world leaders.

When you become a Multiplier, your whole team succeeds! Why do some leaders double their team's effectiveness, while others seem to drain the energy right out of the room? Using insights gained from more than 100 interviews with school leaders, this book pinpoints the five disciplines that define how Multipliers bring out the best across their schools. By practicing these disciplines, you'll learn how to: Attract top teachers to your school Create an intense environment that demands people's best thinking Drive sound decisions by constructing debate and decision-making forums Give your team a sense of ownership for responsibilities and results

A leading management consultant outlines seven organizational rules for improving effectiveness and increasing productivity at work and at home.

Learn how to cultivate the most incredible customer experiences on earth through this essential guide by Colin Cowie, distinguished purveyor of unforgettable "wow" events for the world's most demanding clients. If you're searching for ways to ensure your customers walk away from your company with a smile on their face and a plan to return, you found it. And any business organization can adapt the tools and techniques in this book. Colin Cowie, one of the world's most sought-after event planners, shares the hard-won and hard-nosed advice he has learned through entertaining and engaging stories and examples. He gives readers the indisputable blueprint for creating a customer-service culture that anyone can tailor to their own needs, whether you're a shopkeeper, corporate marketing director, or budding event planner. Upon coming to the United States from South Africa with \$400 in his pocket, Colin built his highly successful catering and event-planning business from the ground up to become event planner to the most respected tastemakers and personalities in the world—including Oprah Winfrey, Jennifer Lopez, Ryan Seacrest, and Kim Kardashian, to name a few. In this book, you will: Learn how to formulate your own vision, mission statements, and guiding principles, and effectively communicate them to your team. Learn how you can align your vision with your essential mission statement. Discover the core values, including service and accountability, that fuel Colin's customer-care ethos, and how you can apply those values to your own business. Have a renewed understanding of how vitally important it is that you take good care of the people who work for you so

they, in turn, can care for your customers. Become armed to inspire and empower your team. Be guided to create your own “bible” of scripts, protocols, and procedures that will streamline customer-care situations while making every customer feel like their individual desires are being taken care of. Learn how to use every complaint as an opportunity, as well as why you should be more afraid of a client who doesn’t complain when something goes wrong versus one who does.

In the ten years since its publication, *The 7 Habits of Highly Effective People* has become a worldwide phenomenon, with more than twelve million readers in thirty-two languages. *Living the 7 Habits: Stories of Courage and Inspiration* captures the essence of people's real-life experiences, applying proven principles to help them solve their problems and overcome challenges. In this uplifting and riveting collection of stories, readers will find wonderful examples of hope and encouragement as they are touched by the words of real people and their experiences of change-change that got them through difficult times; change that solved family crises; change that mended broken relationships; change that turned their businesses around; change that influenced entire communities.

From the multimillion-copy bestselling author of *The 7 Habits of Highly Effective People*—hailed as the #1 Most Influential Business Book of the Twentieth Century—*The 3rd Alternative* turns Dr. Stephen R. Covey’s formidable insight to a powerful new way to resolve professional and personal difficulties and create solutions to great challenges in organizations and society. There are many methods of “conflict resolution,” but most involve compromise, a low-level accommodation that stops the fight without breaking through to amazing new results. *The 3rd Alternative* introduces a breakthrough approach to conflict resolution and creative problem solving, transcending traditional solutions to conflict by forging a path toward a third option, a 3rd Alternative that moves beyond your way or my way to a higher and better way—one that allows both parties to emerge from debate or even heated conflict in a far better place than either had envisioned. With the 3rd Alternative, nobody has to give up anything, and everyone wins.

Two leadership consultants identify three keys to being a more effective leader: knowing your strengths and investing in others' strengths, getting people with the right strengths on your team, and understanding and meeting the four basic needs of those who look to you for leadership.

In the 7 Habits series, international bestselling author Stephen R. Covey showed us how to become as effective as it is possible to be. In his long-awaited new book, *THE 8th HABIT*, he opens up an entirely new dimension of human potential, and shows us how to achieve greatness in any position and any venue. All of us, Covey says, have within us the means for greatness. To tap into it is a matter of finding the right balance of four human attributes: talent, need, conscience and passion. At the nexus of these four attributes is what Covey calls voice - the unique, personal significance we each possess. Covey exhorts us all to move beyond effectiveness into the realm of greatness - and he shows us how to do so, by engaging our strengths and locating our powerful, individual voices.

Why do we need this new habit? Because we have entered a new era in human history. The world is a profoundly different place than when THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE was originally published in 1989. The challenges and complexity we face today are of a different order of magnitude. We enjoy far greater autonomy in all areas of our lives, and along with this freedom comes the expectation that we will manage ourselves, instead of being managed by others. At the same time, we struggle to feel engaged, fulfilled and passionate. Tapping into the higher reaches of human genius and motivation to find our voice requires a new mindset, a new skill-set, a new tool-set - in short, a whole new habit.

The chief people officer at FranklinCovey outlines anecdotal and practical recommendations for how organizations of any size or type can create a competitive advantage by building effective relationships.

A revolutionary guidebook to achieving peace of mind by seeking the roots of human behavior in character and by learning principles rather than just practices. Covey's method is a pathway to wisdom and power.

Over 3 million copies sold. Over 800 positive reviews. Adapted from the New York Times bestseller The 7 Habits of Highly Effective People, The 7 Habits of Highly Effective Teens is the ultimate teenage success guide—now updated for the digital age. Imagine you had a roadmap—a step-by-step guide to help you get from where you are now, to where you want to be in the future. Your goals, your dreams, your plans...they're all within reach. You just need the tools to help you get there. That's what Sean Covey's landmark book, The 7 Habits of Highly Effective Teens, has been to millions of teens: a handbook to self-esteem and success. Now updated for the digital age, this classic book applies the timeless principles of 7 Habits to the tough issues and life-changing decisions teens face. Covey provides a simple approach to help teens improve self-image, build friendships, resist peer pressure, achieve their goals, and appreciate their parents, as well as tackle the new challenges of our time, like cyberbullying and social media. In addition, this book is stuffed with cartoons, clever ideas, great quotes, and incredible stories about real teens from all over the world. Endorsed by high-achievers such as former 49ers quarterback Steve Young and 28-time Olympic medalist Michael Phelps, The 7 Habits of Highly Effective Teens has become the last word on surviving and thriving as a teen.

On Leadership—A New FranklinCovey eBook Mini-series Learn the secrets of successful leadership from the experts. On Leadership: The Challenge of Execution, An Interview is the second in a new eBook mini-series based on the Scott Miller podcast series On Leadership With Scott Miller. FranklinCovey's executive vice president of thought leadership, Scott Miller, has interviewed many of the top leaders and industry icons in the world, and now you can learn their secrets for successful leadership. On Leadership With Scott Miller is one of the industry's fastest growing podcasts, dedicated to improving leadership capabilities. Now these timeless conversations are available in eBook format for readers everywhere. Each book follows Scott's unique conversation with one of

the world's leading innovators, taking readers through all of the challenges, insights, and needed disciplines for character-based leadership. No leadership topic is out-of-bounds—all is discussed and revealed, from the secrets of trademarked leadership programs, to timeless books like *The Speed of Trust*, *The 4 Disciplines of Execution*, and more. In this second of the On Leadership eBook mini-series, Scott sits down with Chris McChesney, Global Practice Leader of Execution for FranklinCovey. Chris is the primary developer of *The 4 Disciplines of Execution*. For more than a decade he has led the consulting organization that has implemented the 4 disciplines for the State of Georgia and companies including Marriott International, Shaw Industries, Ritz Carlton, Kroger, Coca Cola, Comcast, FritoLay, Lockheed Martin, and many more. In *On Leadership: The Challenge of Execution, An Interview* learn how to:

- Take your knowledge of FranklinCovey's 7 Habits of Highly Effective People to the next level
- Execute on your organization's strategies with excellence and precision
- Lead with "Wildly Important Goals®"
- Act on lead measures
- Create and keep a compelling scoreboard
- Create a cadence of accountability

Six years of research involving nearly 3,000 sales professionals from around the world reveals the 3 distinguishing habits that differentiate top sales performers from the herd and make them "strikingly different" in today's global marketplace. Citing the productivity challenges posed by high-demand, interrupted environments, three leadership experts identify five strategic choices that help professionals to establish top priorities, focus their mindsets, and achieve important goals.

For busy professionals and lifelong learners seeking practical strategies for reaching new heights, *Master Mentors* distills 30 essential learnings from Seth Godin, Susan Cain, Trent Shelton, General Stanley McChrystal, and other top business minds and thought leaders of our time. Mining the best and brightest revelations from FranklinCovey's global podcast, *On Leadership with Scott Miller*, Scott personally introduces you to 30 Master Mentors, featuring the single most transformative insight from each of them. Depending on where you are in your journey, *Master Mentors* will: Challenge your current mindset and beliefs, leading to what could be the most important career and thought- process shifts of your life! Restore you to the mindset and beliefs you find effective but aren't currently living in alignment with. Validate that you are on the right path with your current mindset and beliefs and empower you on your way forward. Whether you are challenged, affirmed, informed, or inspired—*Master Mentors* guarantees you will experience a transformative shift in your personal mindset, life skillset, and career toolset.

A timely, must-have guide to understanding and overcoming bias in the workplace, from the experts at FranklinCovey. Unconscious bias affects everyone. It can look like the disappointment of an HR professional when a candidate for a new position asks about maternity leave. It can look like preferring the application of an Ivy League graduate over one from a state school. It can look like assuming a man is more entitled to speak in a meeting than his female junior colleague. Ideal for every manager who wants to understand and move past their own preconceived ideas, *The Leader's Guide to Unconscious Bias* explains that bias is the result of mental shortcuts, our likes and dislikes, and is a natural part of the human condition. And what we assume about each other and how we interact with one another has vast effects on our organizational success—especially in the workplace. Teaching you how to overcome unconscious bias, this book provides more than thirty unique tools, such as a prep worksheet and a list of ways to reframe your unconscious thoughts. According to the experts at

FranklinCovey, your workplace can achieve its highest performance rate once you start to overcome your biases and allow your employees to be whole people. By recognizing bias, emphasizing empathy and curiosity, and making true understanding a priority in the workplace, we can unlock the potential of every person we encounter.

The New York Times–bestselling time management book from the author of *The 7 Habits of Highly Effective People*. Stephen R. Covey's *First Things First* is the gold standard for time management books. His principle-centered approach for prioritizing gives you time management tips that enable you to make changes and sacrifices needed in order to obtain happiness and retain a feeling of security. *First Things First: The Interactive Edition* takes Dr. Covey's philosophy and remasters the entire text to include easy-to-understand infographics, analysis, and more. This time-saving version of *First Things First* is the efficient way to apply Dr. Covey's tested and validated time management tips, while retaining his core message.

This guide will help you:

- Get more done in less time
- Develop and retain rich relationships
- Attain inner peace
- Create balance in your life
- And, put first things first

"Covey is the hottest self-improvement consultant to hit US business since Dale Carnegie." —USA Today "Covey has reached the apex with *First Things First*. This is an important work. I can't think of anyone who wouldn't be helped by reading it." —Larry King, CNN "These goals embody a perfect balance of the mental, the physical, the spiritual, and the social." —Booklist

Counsels professionals on how to promote trustworthy relationships in a time of extreme distrust, sharing examples about individuals, teams, and organizations that have reaped the benefits of establishing trust in their business dealings.

Author's credits taken from front cover and p. ix.

"Time management for the 21st century"--Cover.

The most respected business thinker of our time, Dr. Stephen R. Covey, and his associate Jennifer Colosimo offer this complete handbook for anyone seeking a job or a more fulfilling career. *Great Work, Great Career* provides steps and tools for becoming indispensable in the work you choose.

Charan has seen the business world from both ends of the spectrum. While growing up in India, working in his family shoe business, he came to understand how a business works and the critical elements of success. A powerful lesson in what is really important in business, this remarkable book takes the lessons of the peddler and reveals how they can be used by the rest of us.

**\*\*\*A WALL STREET JOURNAL BESTSELLER\*\*\*** From the organizational experts at FranklinCovey, an essential guide to becoming the great manager every team deserves. A practical must-read, *FranklinCovey's Everyone Deserves a Great Manager* is the essential guide for the millions of people all over the world making the challenging and rewarding leap to manager. Based on nearly a decade of research on what makes managers successful—and includes new ways of thinking, tips and techniques—this volume has been field-tested with hundreds of thousands of managers all over the world. Organized under four main roles every manager is expected to fill, *Everyone Deserves a Great Manager* focuses on how to lead yourself, people, teams, and change. Readers can start anywhere and go everywhere with this guide—depending on their current problem or time constraint. They can pick up a helpful tip in ten minutes or glean an entire skillset with deeper reading. The goal is for the busy manager to know what to do and how to do it without interrupting their regular workflow. Each role highlights the current, authentic problems managers face and briefly explores the limiting mindsets or common mistakes that led to those problems. With skill-based chapters that cover managerial skills like one-on-ones, giving

feedback, delegating, hiring, building team culture, and leading remote teams, the book also includes more than thirty unique tools, such as a prep worksheets and a list of behavioral questions for your next interview. An approachable, engaging style using real-world stories, *Everyone Deserves a Great Manager* provides the blueprint for becoming the great manager every team deserves.

Children in today's world are inundated with information about who to be, what to do and how to live. But what if there was a way to teach children how to manage priorities, focus on goals and be a positive influence on the world around them? The *Leader in Me* is that programme. It's based on a hugely successful initiative carried out at the A.B. Combs Elementary School in North Carolina. To hear the parents of A. B Combs talk about the school is to be amazed. In 1999, the school debuted a programme that taught *The 7 Habits of Highly Effective People* to a pilot group of students. The parents reported an incredible change in their children, who blossomed under the programme. By the end of the following year the average end-of-grade scores had leapt from 84 to 94. This book will launch the message onto a much larger platform. Stephen R. Covey takes the 7 Habits, that have already changed the lives of millions of people, and shows how children can use them as they develop. Those habits -- be proactive, begin with the end in mind, put first things first, think win-win, seek to understand and then to be understood, synergize, and sharpen the saw -- are critical skills to learn at a young age and bring incredible results, proving that it's never too early to teach someone how to live well.

The new way to transform a sales culture with clarity, authenticity, and emotional intelligence. Too often, the sales process is all about fear. Customers are afraid that they will be talked into making a mistake; salespeople dread being unable to close the deal and make their quotas. No one is happy. Mahan Khalsa and Randy Illig offer a better way. Salespeople, they argue, do best when they focus 100 percent on helping clients succeed. When customers are successful, both buyer and seller win. When they aren't, both lose. It's no longer sufficient to get clients to buy; a salesperson must also help the client reduce costs, increase revenues, and improve productivity, quality, and customer satisfaction. This book shares the unique FranklinCovey Sales Performance Group methodology that will help readers:

- Start new business from scratch in a way both salespeople and clients can feel good about
- Ask hard questions in a soft way
- Close the deal by opening minds

Close the deal by opening minds  
No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects—you're an unofficial project manager.

FranklinCovey experts Kory Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. *Project Management for the Unofficial Project Manager* offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process: Initiate Plan Execute Monitor/Control Close Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable "Project Management Proverbs," and quick reviews at the end of each chapter. If you're struggling to keep your projects organized, this book is for you. If you manage projects without the benefit of a team, this book is also for you. Change the way you think about project management—"project

manager" may not be your official title or necessarily your dream job, but with the right strategies, you can excel.

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