

Books Made Easy Now

**2020 Best Books**

**for Every Stage of your Career**

---

[www.booksmadeeasy.com](http://www.booksmadeeasy.com)



Books Made Easy  
Professional Growth for Busy People

# *Leadership is a Journey that Needs Consistent Work*

---

"A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He/she does not set out to be a leader but becomes one by the equality of his/her actions and the integrity of his intent."

*--Douglas MacArthur*





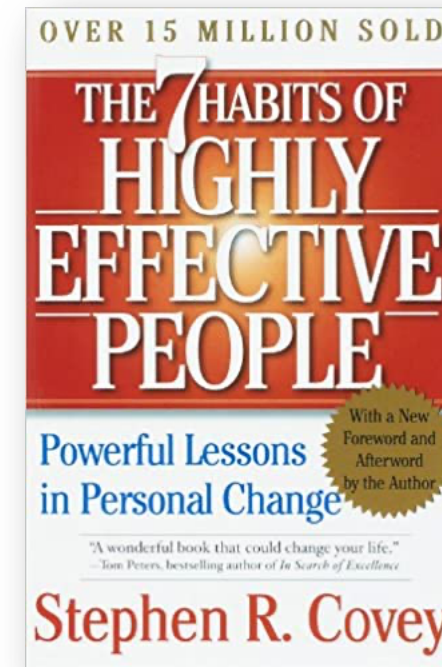
# Early Career

Early career professionals experience a huge learning curve. This is the perfect time to establish career goals and a professional development plan. Setting the right mindset for professional & personal growth.

This stage is also referred to as a learning stage. At this stage individuals might learn from mentors and have an opportunity to learn from mistakes. He/ she develops competence in specific areas.

Skills that should be developed during this stage:

- Ability to create habits
- How to communicate effectively
- Growth mindset
- Understanding what you want out of your career
- The art of persuasion
- Focusing on what is important
- Goal setting
- Public speaking

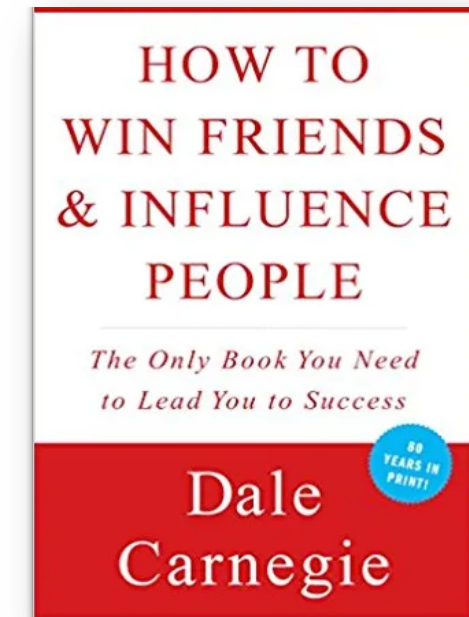


## Book Highlights

How to establish habits that will lead you to success.  
Overcome the obstacles that could prevent you from achieving your goals.

## Key Points

- How to promote teamwork and collaboration.
- How to continue to grow personally and professionally.
- Be proactive not reactive.
- Time management.
- Focus on what is important.



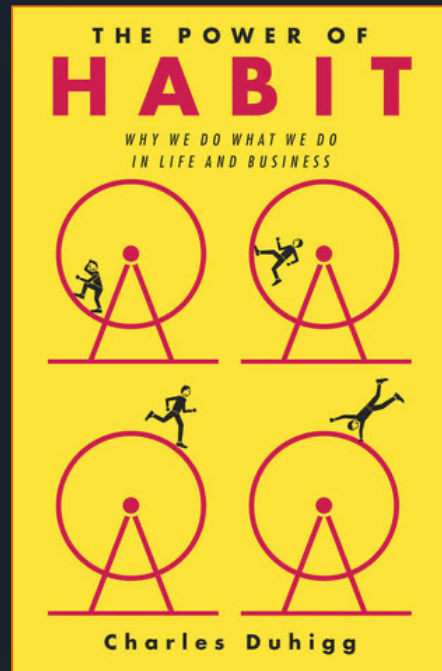
## Book Highlights:

Learn how the language you utilize can have a direct impact in results.  
Techniques to understand others and their motivations.

## Key Points

- How language can be used to understand others perspective.
- Achieve the results you want in life.
- How to communicate effectively with individuals at every level.

# Early Career

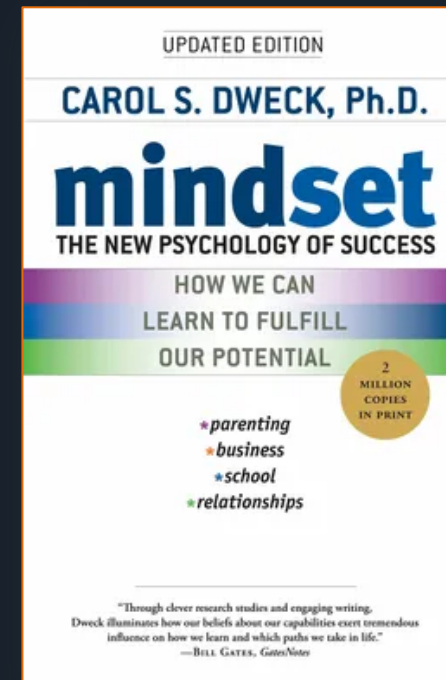


## Book Highlights:

Why people do what they do in life and business. How to create and change habits.

## Key Points:

- How to choose and keep your desired habits.
- Use will power to train your brain to focus on your goals.
- How to create team culture by creating positive habits.

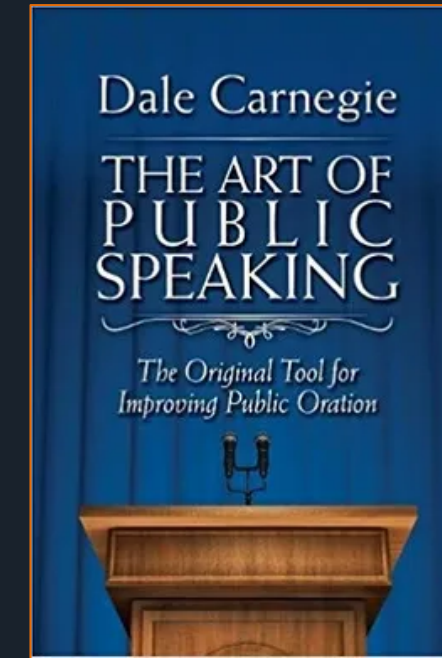


## Book Highlights:

Mindset determines the way individuals deal with difficult situations and obstacles. This book discusses how to achieve your goals by changing your mindset.

## Key Points:

- How mindset influences behavior.
- How to maximize your potential.
- Having a growth mindset in life.

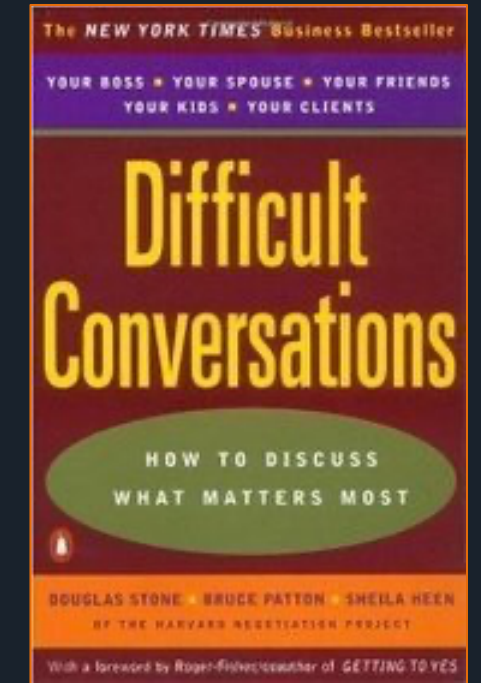


## Book Highlights:

Guide to creating public speeches and becoming an effective speech-giver and storyteller.

## Key Points:

- How to overcome stage fright.
- How to increase your influence.
- Individuals starting to speak in public.



## Book Highlights:

Step-by-step approach to having your toughest conversations with less stress and more success.

## Key Points:

- How to start difficult conversations.
- What is not said is as important as what is.



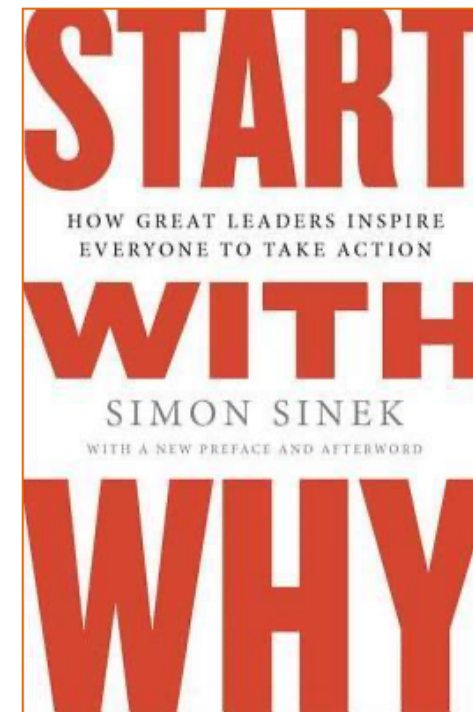


# Mid Career

A mid-career professional is often one that has been working for at least 5 years or he/she has gained experience and has been promoted. You still have room to climb the ladder, based on the skills you have and the skills you can develop. A mid-career professional has often developed significant expertise in one or more areas. He/she often seeks promotional opportunities in a company or even new career alternatives..

Skills that should be developed during this stage:

- How inspire others
- Creating team culture
- Leading high performance teams
- Coaching
- Motivating individuals
- Communication
- Time management/ Delegation

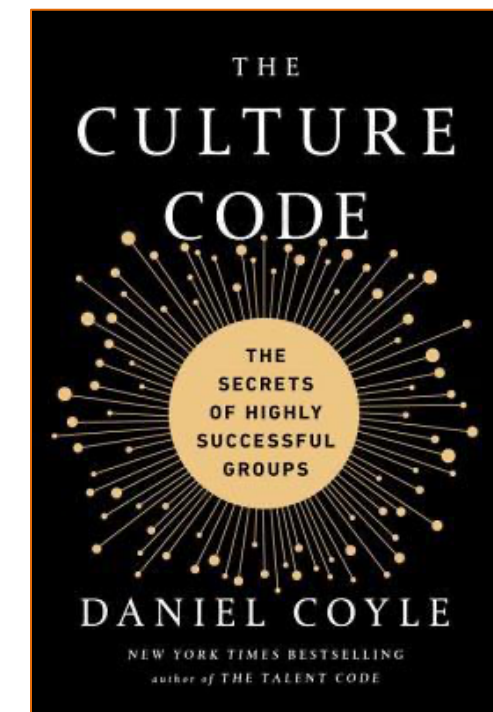


## **Book Highlights:**

Individuals who start with WHY never manipulate; they inspire. The people who follow because they want to.

## **Key Points**

- Clear vision of what it truly takes to lead and inspire.
- This book is for anyone who wants to inspire others or who wants to find someone to inspire them.



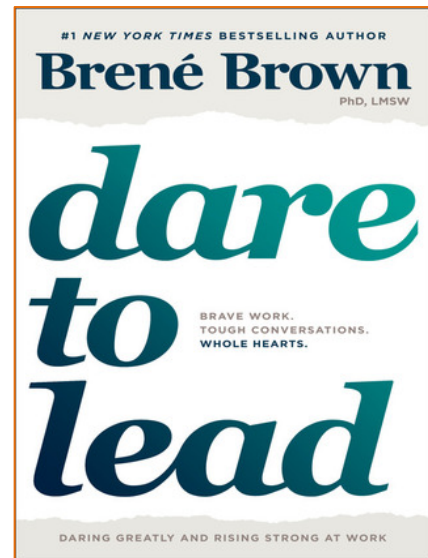
## **Book Highlights:**

An essential book that unlocks the secrets of highly successful groups and building a cohesive, innovative culture.

## **Key Points**

- Understanding what makes for great teamwork.
- Facilitate healthy cooperation and productivity.
- Improve skills for team building.

# Mid Career

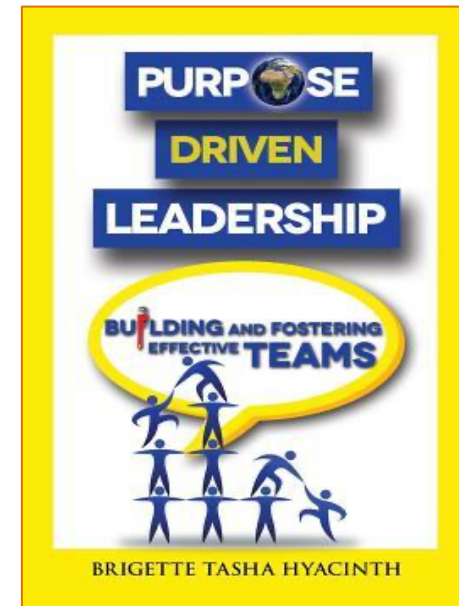


## Book Highlights:

Leadership is not about titles, status and power over people. Leaders are people who hold themselves accountable for recognizing the potential in people.

## Key Points:

- Leaders who are looking to make a difference.
- Leading by example.
- Empowering individuals.

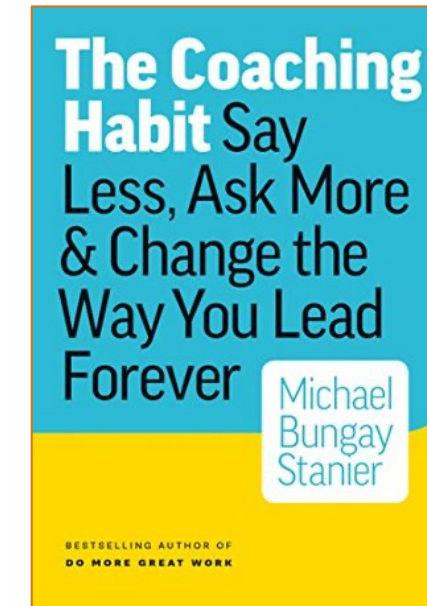


## Book Highlights:

Guide to becoming a great leader and putting together a high performing team. Leadership vision is only sustainable via team effort.

## Key Points:

- How to Build a High Performing Team.
- Improve Employee Engagement.
- Why Diversity and Inclusion Matters.
- How to Transform Yourself into the Leader your Team needs.

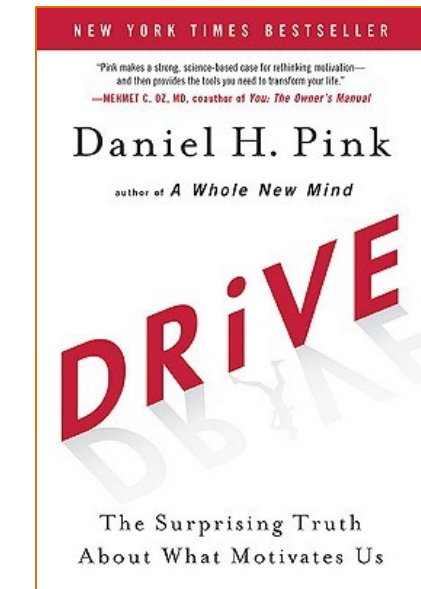


## Book Highlights:

How to unlock peoples' potential. Talk less and ask more.

## Key Points:

- Get straight to the point in any conversation.
- Stay on track during any interaction.
- Get to the heart of any interpersonal or external challenge.
- Ensure others find your coaching beneficial.



## Book Highlights:

Most people believe that the best way to motivate is with rewards like money.

## Key Points:

- Secret to high performance and satisfaction-at work.
- Three elements of true motivation.



# Late Career

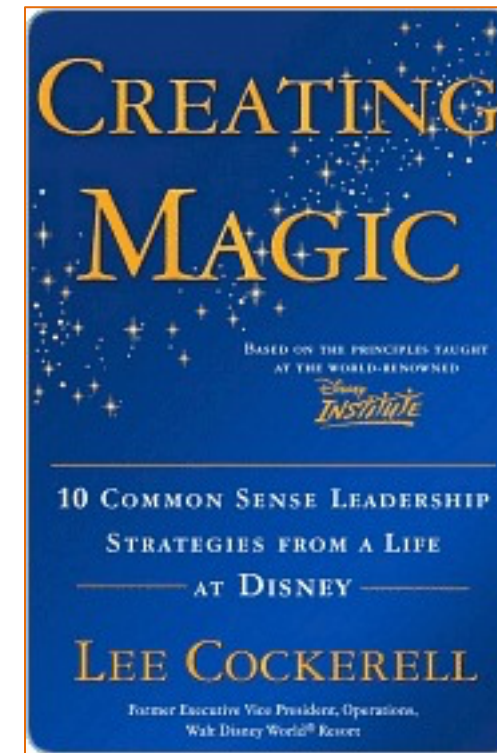
At this stage, an individual reaches a particular position in the organization hierarchy.

He/she starts identifying and developing successors and may also start activities outside the organization to empower others and their community.

After leading multiple teams, they probably have mastered the foundations of leadership. The books at this stage are to inspire new thoughts and ways to lead and create other leaders.

Skills that should be developed during this stage:

- Different leadership styles
- How to develop another successful leaders
- Leading by example
- The power of trust
- Communication

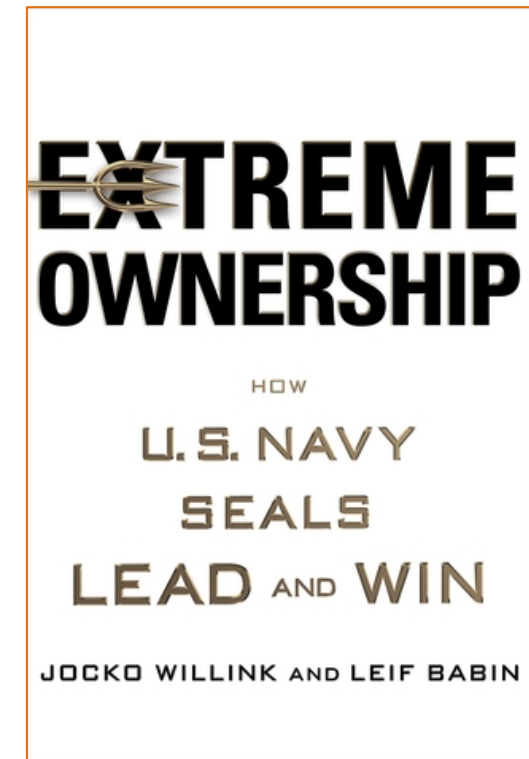


## Book Highlights:

The secret for creating magic in our careers, our organizations, and our lives is simple: outstanding leadership--the kind that inspires employees, delights customers, and achieves extraordinary business results.

## Key Points

- Everyone is important.
- Make your people your brand.
- Burn the free fuel: appreciation, recognition, and encouragement.
- Give people a purpose, not just a job.



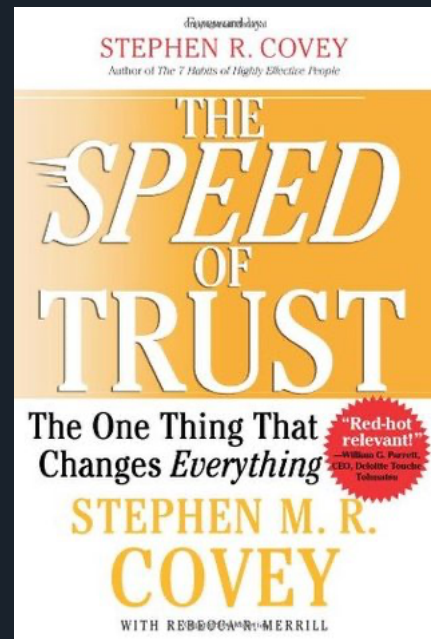
## Book Highlights:

How to identify and develop a plan to overcome your own mistakes. Understanding how accountability will empower teams.

## Key Points

- How to prioritize and execute.
- Learn how to motivate, guide and drive teams to success.
- Become a more powerful leader.

# Late Career

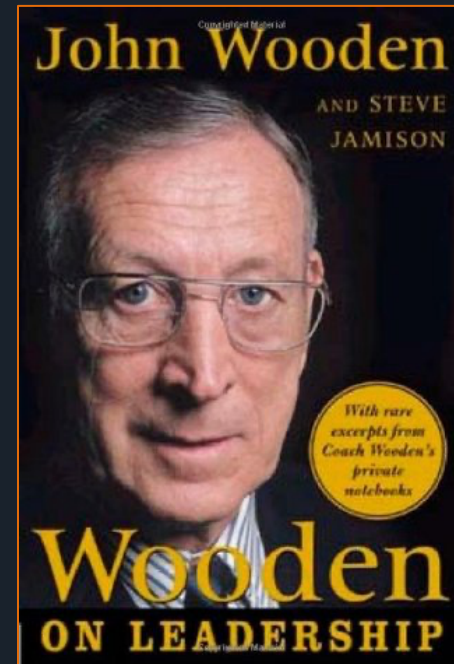


## Book Highlights:

Explains the principals of trust, but also helps cultivate trust in your self and how it impacts culture and results.

## Key Points:

- Learn what to do to increase trust to achieve employee retention, and productivity.
- Inspire people to contribute their best work and ideas.

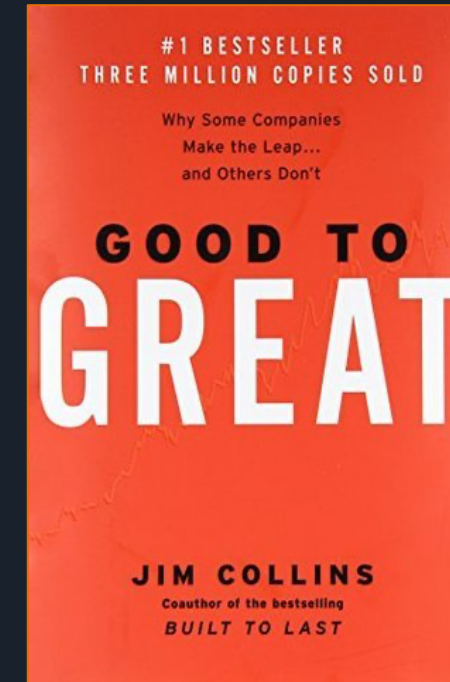


## Book Highlights:

How to get maximum effort and peak performance from each of his players in the manner that best served the team.

## Key Points:

- 12 Lessons in Leadership.
- Outlines the mental, emotional, and physical qualities essential to building a winning organization.

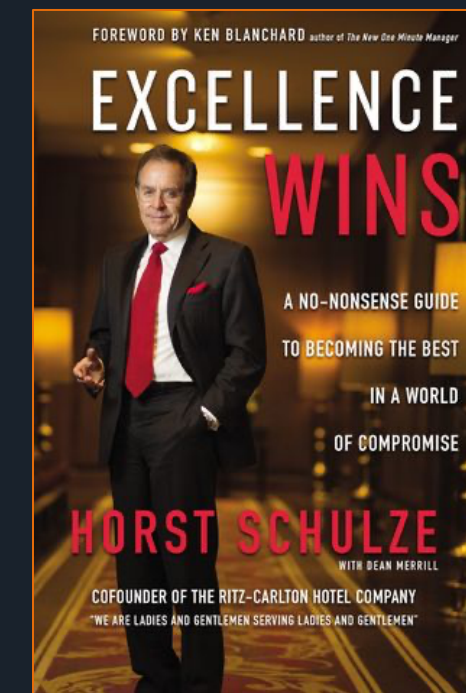


## Book Highlights:

When you combine a culture of discipline with an ethic of entrepreneurship, you get the magical alchemy of great results.

## Key Points:

- How to create accountability and discipline to get great results.
- Discover the type of leadership required to achieve greatness.



## Book Highlights:

Committing to the highest standards of professionalism and creating the right systems to achieve them .

## Key Points:

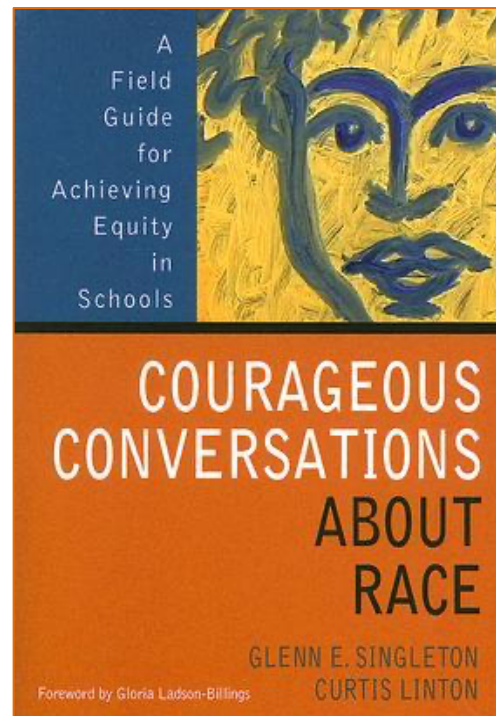
- Become the very best at what you do in a world of compromise.
- Setting vision and standards.





# Books for Everyone

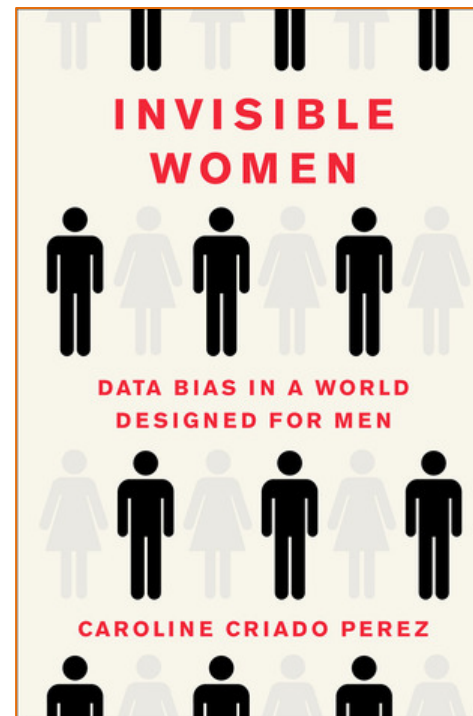
## Achievement Gap



### About this Book:

Deepen your understanding of racial factors in academic performance and discover new strategies for closing the achievement gap!

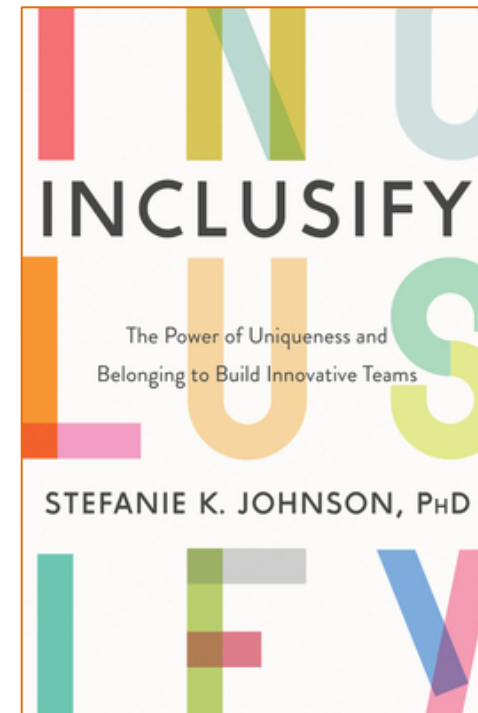
## Invisible Bias



### About this Book:

It exposes the gender data gap. Talk about what created an invisible bias with a profound effect on women's lives.

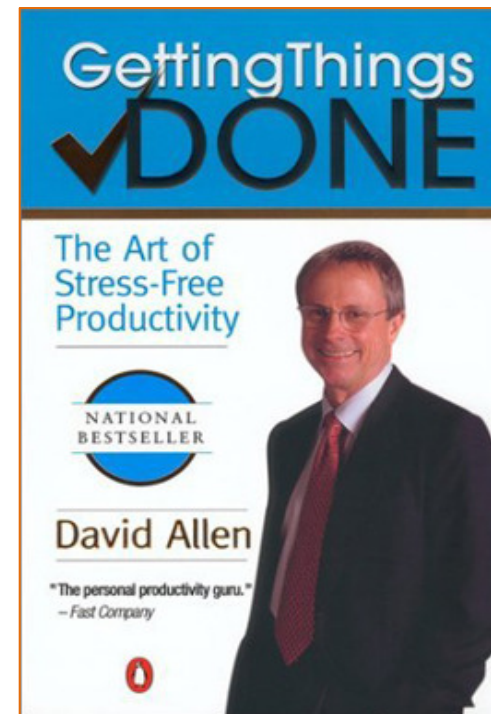
## Diversity & Inclusion



### About this Book:

Reveals the unexpected ways that well-intentioned leaders undermine their teams, explains how to recognize the myths and misperceptions that drive these behaviors.

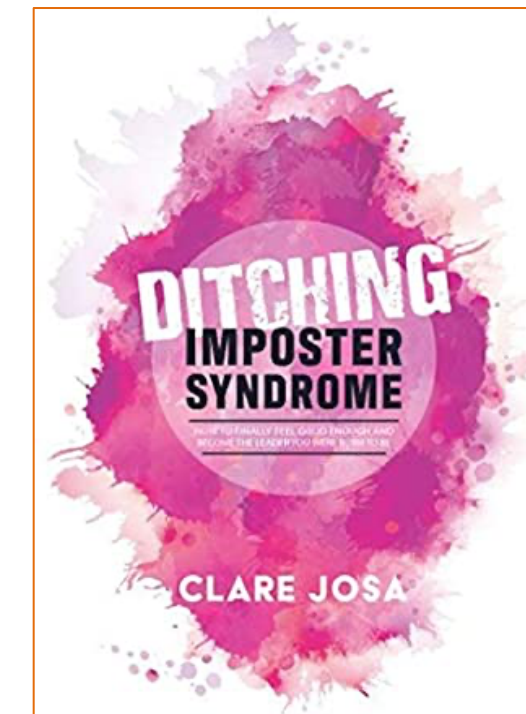
## Productivity



### About this Book:

Only when our minds are clear, and our thoughts are organized can we achieve effective productivity and unleash our creative potential.

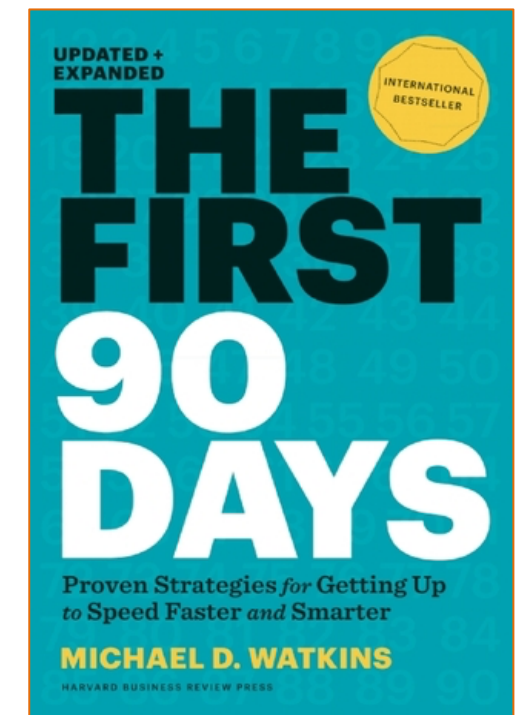
## Impostor Syndrome



### About this Book:

Discover why mindset-based, cognitive approaches haven't worked for you in the past and exactly how Impostor Syndrome affects your performance and causes so much stress - and worse.

## New Job



### About this Book:

Proven strategies that will dramatically shorten the time it takes to the "breakeven point".

# Most Popular Book Clubs

Our **Virtual Book Clubs** are created for professional adults. Adults draw from experience to enhance the new knowledge being discussed; We outline how the concepts will help their career.

We make it easy to apply the concepts from the top-rated business/leadership/sales books to your everyday. We guide you every step of the way!

**Reading has never been this fun!**

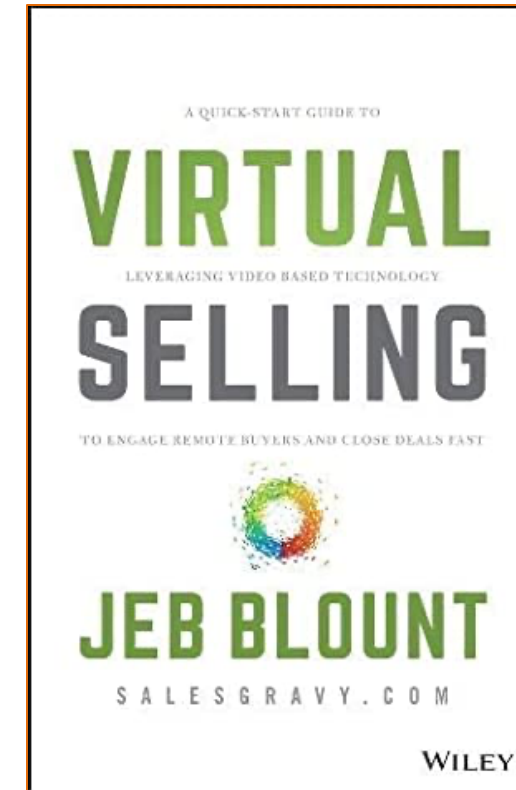
Advantages of a professional Book Club:

- ❑ Each book club is tailored to the clients' culture, industry, market and challenges.
- ❑ More employee engagement and collaboration.
- ❑ Discussion questions and discussions are structured to create through and change.
- ❑ Intense absorption and implementation from each book.
- ❑ Essential to skill development and professional growth.

If you or your company would like to learn more about our book clubs.

Contact me:

[Claudia@booksmadeeasynow.com](mailto:Claudia@booksmadeeasynow.com)

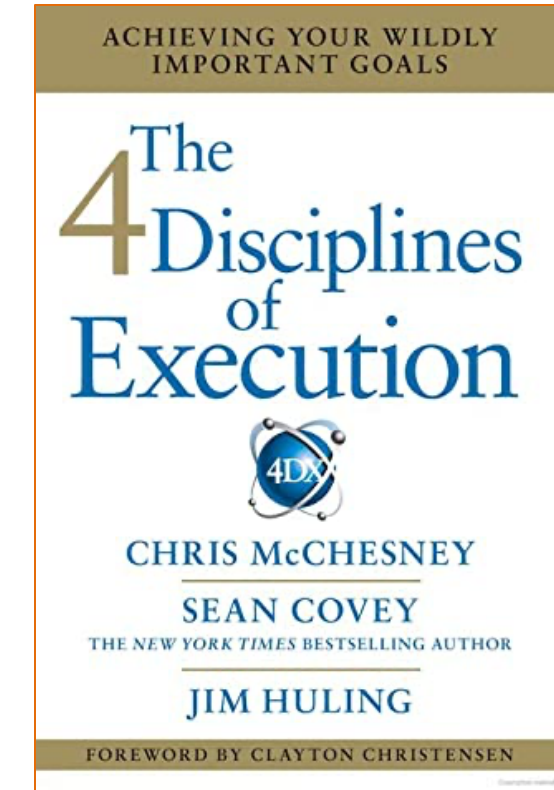


## Book Highlights:

Virtual Selling is the new normal. To remain competitive, salespeople, account managers, entrepreneurs, and business professionals must shift the way they engage prospects and customers. There is no turning back.

## Key Points

- The psychology of virtual.
- How to conduct effective sales calls.
- 5 step prospecting guidelines.
- Social branding.
- Utilizing blended channels to create a powerful process.



## Book Highlights:

Proven formula for executing the most important strategic priorities. By following the 4 Disciplines, leaders can produce breakthrough results, even when executing the strategy requires a significant change in behavior from their teams.

## Key Points

- Focus on the wildly important
- Act on lead measures
- Keep a compelling scoreboard
- Create a cadence of accountability




# Who We Are

We are **Books Made Easy Now**. We help busy professionals achieve their career and professional goals in a fun, structure and interactive way.

Helping our clients navigate challenging and stressful times while unlocking human potential is our specialty.

Organizations deal with a forever changing and fast-moving environments; it gets more and more difficult for first line managers to be the leaders they need to be to answer the organizations needs. This is the inspiration for **Books Made Easy Now**. We make it possible for individuals to apply the concepts of the top-rated professional development books in an easy and structured way to fit each organization we work with.

Visit our website for more details:  
[www.booksmadeeasynow.com](http://www.booksmadeeasynow.com)



**We hope our book recommendations inspire you to continue to grow at every stage of your career.**

**Not into reading? No problem. Join one of our book clubs.**