

Life Skills Suggested Reading List

Prices from www.Amazon.com & iTunes Official Store *5-18-2011

Emotional Development and Resilience

1. **The 7 Habits of Highly Effective People**– Stephen R. Covey, *Simon & Schuster, NY*, (\$9.57-Book, \$5.65-Kindle, \$9.99-iPhone)
2. **Emotional Intelligence: 10th Anniversary Edition; Why It Can Matter More Than IQ** (2005) & Working with Emotional Intelligence (2000)– Daniel Goleman, *Bantam Books*, (\$19.14 & \$10.34-Book, \$23.95 & \$17.95-iTunes)
3. The EQ Edge – Steven J. Stein, PhD, Howard E. Book, MD, (\$18.45-Book, \$15.37-Kindle)
4. Nice Girls Don't Get the Corner Office (2004)– Lois Frankel, PhD, (\$8.92-Book, \$9.99-Kindle, \$10.99-iTunes)
5. The Feminine Mistake– Leslie Bennetts, *Voice*, (\$6.38-Book, \$9.39-Kindle, \$17.95-iTunes)
6. Who Moved My Cheese – Spencer Johnson, *Putnam Press*, (\$11.97-Book, \$16.99-Kindle, \$9.95-iTunes)
7. **The Four Agreements** – Don Miguel Ruiz, Amazon (\$11.36, \$7.82-Kindle, \$5.95-iTunes)
8. **Blink** by Malcolm Gladwell (how people make decisions in the first seconds of seeing something - author of *The Tipping Point*) (\$8.59-Book, \$9.99-Kindle, \$17.95-iTunes)
9. Zen and the Art of Happiness– Chris Prentiss, (\$7.31-Book, \$6.94-Kindle) or How Full Is Your Bucket – Tom Rath & Donald Clifton, (\$11.87-Book, \$9.99-Kindle)

Communications and Negotiation Skills

10. **Handbook of Veterinary Communication Skills** – Carol Gray & Jenny Moffett, *Wiley-Blackwell*, (\$52.99-Book)
11. **The One Minute Manager**– Ken Blanchard, Spencer Johnson, *William Morrow & Company, Inc.*, (\$13.79-Book,)
12. Putting the One Minute Manager to Work– Ken Blanchard, Robert Lorber, *The Berkeley Publishing Group, NY*, (\$13.60-Book)
13. **Kidding Ourselves** – Rhona Mahoney (how children affect the careers of women and their “threat points” in negotiations), (\$26.00-Book)
14. **Getting Past No**– William Ury, *Bantam Books*, (\$10.11-Book, \$12.99-Kindle, \$10.95-iTunes)

Leadership

15. **Leadership 101, What Every Leader Needs to Know** (\$9.99-Book, \$7.39-Kindle) & **The 21 Indispensable Qualities of a Leader** – John Maxwell, (\$11.66-Book, \$9.99-Kindle, \$9.95-iTunes)
16. Leading Change– John P. Kotter, (\$16.96-Book, \$5.56-Kindle, \$17.95-iTunes)
17. Paradigms – The Business of Discovering the Future – Joel Arthur Baker, *Harper Business*, (\$5.71-Book)

Business Development and Goal Planning

18. **The E Myth Revisited**– Michael E. Gerber, *Harper Business*, (\$11.30-Book, \$12.99-Kindle, \$20.95-iTunes)
19. **Good To Great**– Jim Collins, *Harper Business*, (\$17.99-Book, \$26.95-iTunes)

Personal Finance

20. **You Don't Have To Be Rich** – Jean Chatzky, *Portfolio*, (Out of print but available from individual sellers on Amazon.com)
21. Investing from Scratch – A Handbook for the Young Investor– James Lowell, *Penguin Books*, (\$12.48-Book, \$12.99-Kindle)
22. **Nice Girls Don't Get Rich** – Lois Frankel, PhD, (\$11.41-Book, \$9.99-Kindle, \$14.95-iTunes)

Resumés, Cover Letters, and Career Planning

23. Knock 'Em Dead Resumés (2008) (\$9.74-Book) & Knock 'Em Dead Cover Letters (2006) – Martin Yate, *Adams Media Corp.*, (\$10.04-Book)
24. **What Color is Your Parachute? 2011** – Richard N. Bolles, *Ten Speed Press*, (\$11.37-Book, \$11.99-Kindle)

Titles in bold represent first choices for a “life skills beginner’s reading list”