

The Upstream Team's Top Professional Book Recommendations

Book	Author	Chapter/Section	Focus/Value
<i>The 7 Habits of Highly Effective People</i>	Stephen R. Covey	Pages 146-182	Great counsel on how and why to spend more time in Quadrant II – Important, but not urgent things
<i>The Advantage: Why Organizational Health Trumps Everything Else In Business</i>	Patrick Lencioni		Defines healthy organizations and the difference between a smart firm and a healthy firm.
<i>Crucial Conversations</i>	Kerry Patterson		Great process for tackling complex, emotionally-charged, or sensitive (but important) topics that must be discussed.
<i>The Five Dysfunctions of a Team</i>	Patrick Lencioni	Chapter on Team Assessment	Excellent questionnaire and discussion on understanding and overcoming the five dysfunctions of a team
<i>Getting Naked: A Business Fable About Shedding The Three Fears That Sabotage Client Loyalty</i>	Patrick Lencioni		A business fable that explains how to show vulnerability to inspire client loyalty
<i>The Go-Giver: A Little Story About a Powerful Business Idea</i>	Bob Burg, John David Mann		A business parable that explores how giving freely opens us up to opportunities.
<i>Go-Givers Sell More</i>	Bob Burg, John David Mann		A practical guide to giving as an effective approach to selling
<i>Good to Great</i>	James C. Collins	Chapter 2	Excellent information on leadership and developing future leaders; presents the concept of Level 5 leadership
		Chapter 3	Great advise on making people decisions
		Chapter 6	Great summary of creating a culture of discipline to sustain great results and independence; discusses the concepts of Disciplined People, Disciplined Thought and Disciplined Action
<i>The Ideal Team Player: How to Recognize and Cultivate The Three Essential Virtues</i>	Patrick Lencioni		Discussion of three ideal team virtues (hungry, humble and smart) and how they apply to finding, building and improving your team.
<i>Lean In</i>	Sheryl Sandberg		Explores how women can hold themselves back in their careers and provides tips on negotiation techniques, mentorship, and building a satisfying career; it also includes how men can benefit by supporting women.
<i>Network Like a Fox</i>	Nancy Fox		Some great insight on how introverts and extroverts can market differently for success
<i>Now, Discover Your Strengths</i>	Marcus Buckingham, Donald Clifton		Great insights on how to determine your personal strengths and then maximize those strengths in your career.
<i>Tell Me How I'm Doing</i>	Richard L. Williams Ph. D.		Discussion of how to determine the feedback people need
<i>Traction: Get a Grip on Your Business</i>	Gino Wickman		Good steps to gain more focus, growth and enjoyment in your business.
<i>True Professionalism</i>	David Maister	Chapter 6	Insights on the management of professionals and their desire for autonomy
		Chapter 7	Presents the key attributes of a manager of professionals
		Chapter 8	Great chapter on our need to enforce those things in the firm that matter most
		Chapter 12	Great ideas for developing skills in your people

If You Need More, Try These

Book	Author	Chapter/Section	Focus/Value
<i>24/7 Innovation</i>	Stephen Shapiro	Chapter 3	Wonderful chapter on creating a culture of innovation and achieving a competitive advantage
<i>The Agenda</i>	Michael Hammer	Chapter 1	Make It Easy for Your Customers to Do Business with You
		Chapter 2	Add More Value for Your Customers
		Chapter 3	Create a Process Enterprise
		Chapter 4	Tame the Beast of Chaos with the Power of Process
		Chapter 5	Base Managing on Measuring
		Chapter 6	End the Tyranny of the Organizational Chart
		Chapter 7	Distribute for, Not to, the Final Customer
		Chapter 8	Redesign and Streamline Interenterprise Processes
		Chapter 9	Embrace the Radical Vision of Virtual Integration
<i>Aligning the Stars</i>	Jay W. Lorsh, Thomas J. Tierney	Chapter 4	Great tips on turning talented people into stars.
		Chapter 5	Excellent chapters on the importance of establishing a vision for the organization
<i>Always Change a Losing Game</i>	David Posen		Practical steps to help you stop doing those things that are "losing games" in your life to improve your effectiveness and decrease your stress.
<i>The Art of Possibility</i>	Rosamund Stone Zander, Benjamin Zander	Chapter 5	Discusses leadership with humility and that there is no top to the organization chart
<i>Blink</i>	Malcolm Gladwell		Breakthrough thinking on how we make split-second decisions and how we can improve our ability to quickly assess and decide correctly
<i>Built to Last: Successful Habits of Visionary Companies</i>	James C. Collins	Chapter 3 & 11	Excellent chapters on the importance of establishing a vision for the organization
<i>Crucial Confrontations</i>	Kerry Patterson		Great process for talking about issues when things have gone wrong
<i>The E-Myth Revisited</i>	Michael Gerber	Chapter 2	Discusses the phases of development: the Entrepreneur, the Manager and the Technician
		Chapter 9	Discusses the importance of working on your business, not in it
<i>Emotional Intelligence</i>	Daniel Goleman	Chapter 1-6	Excellent chapters on becoming an effective leader

Execution: The Discipline of Getting Things Done	Larry Bossidy, Ram Charan, Charles Burck	Chapter 6	Excellent discussion on the people process, making the link between strategy and operations
First Among Equals	Patrick McKenna, David Maister	Chapter 8	Great advice for helping underperformers
		Chapter 9	Counsel for dealing with difficult people (prima donnas)
		Chapter 12	Addresses what members of a group owe to each other
		Chapter 13	Ideas for building trust among team members
		Chapter 19	Ideas for nurturing your junior staff
First, Break All the Rules	Marcus Buckingham, Curt Coffman	Pages 25-49	Twelve questions that you should ask your employees to determine who is going to stay and who will likely leave
Flawless Execution	James Murphy		Explores more effective decision making using Fighter Pilots as the model
Give and Take	Adam Grant		Great discussion on creating connections with others and building better teams.
Halftime: Moving From Success to Significance	Bob P. Buford		There is life after work
How to Win Friends and Influence People	Dale Carnegie		Ground-breaking at it's release and still relevant over eight years later
Indispensable by Monday: Learn the Profit-Producing Behaviors that will Help Your Company and Yourself	Larry Myler		Strategies any employee can use to become indispensable by incorporating profit-making, value-adding behavior
Integrity: The Courage to Meet the Demands of Reality	Henry Cloud Ph. D.		How character can keep us from achieving what we want or help propel us
Is Work Killing You?: A Doctor's Prescription for Treating Workplace Stress	Dr. David Posen		A guide to treating and eliminating excessive stress in the workplace.
A Leader's Legacy	James Kouzes and Barry Posner		Ideas on leadership that makes a difference in the lives of others
The Leadership Challenge	James M. Kouzes, Barry Z. Posner	Chapter 1	Salient points on exemplary leadership
		Chapter 9	Great information on enabling others to develop
Managing the Professional Service Firm	David Maister	Chapter 2	Great summary on the lifestyle of a professional service firm
		Chapter 14	Excellent chapter on how to build human capital
		Chapter 19	Ideas and processes to use in leading your practice
		Chapter 22	Excellent chapter on partner performance counseling
		Chapter 26	Excellent guidance on governance models for the professional service firm
Never Eat Alone	Keith Ferrazzi		Talks about the power of relationships and how to build better business connections.
The New One Minute Manager	Kenneth Blanchard		Based on behavioral science studies on management
The Noticer	Andy Andrews		A business fable about how noticing little things others miss can make a huge difference.
NUTS! (Southwest Airlines)	Kevin & Jackie Freiberg	Chapter 19	Excellent guidance on how to treat your employees first and your customers second
		Chapter 20	
Outliers: The Story of Success	Malcolm Gladwell		Talks about what makes high-achievers different
Practice What You Preach	David Maister	Chapter 21	Great lessons on creating a successful firm culture
Power Questions	Andrew Sobel		Provides guidance on asking questions that will help you redefine problems and make an immediate connection with anyone.
Radical Candor	Kim Scott		Insightful book about being a better boss by showing people you care combined with challenging them to improve.
Rocket Fuel: The One Essential Combination That Will Get You More of What You Want from Your Business	Gino Wickman		Great advice on getting what you want out of your business based on how you identify and address issues.
The Speed of Trust: The One Thing That Changes Everything	Stephen M. R. Covey		Great book on how to quickly build and keep trust
Strategy and the Fat Smoker	David Maister		Discusses how to ensure that, compared to others, we actually do more of what everyone knows we should do.
Stiletto Network: Inside the Women's Power Circle That Are Changing the Face of Business	Pamela Ryckman		Advice (primarily for women) on finding and/or building your own network to help you succeed.
Take Back Your Life	Sally McGhee		Great tips for organizing your life by organizing your email processes to be more productive and gain better work-life balance
To Sell is Human: The Surprising Truth about Moving Others	Daniel H. Pink		Talks about overcoming the old style sales ABCs (always be selling) since in today's market everyone needs to be able to sell.
The Trusted Advisor	David Maister		Breakthrough thinking that's now become ubiquitous on becoming a trusted advisor to your clients.
Visioneering: God's Blueprint for Developing and Maintaining Vision	Andy Stanley		Great read about creating a compelling vision