

## Captivate: The Science Of Succeeding With People

Wish you knew exactly what to say in awkward social situations? Or that you had a formula for charisma? You need to know how people work. As a human behaviour investigator, Vanessa Van Edwards studies the hidden forces that drive our behaviour patterns - and she's cracked the code. In Captivate she shares a wealth of shortcuts, systems and behaviour hacks to help you take charge of your interactions. You'll learn a game plan for navigating any social situation, unique ways to break away from the same old small talk, how to speed-read faces to predict people's emotions, and much more besides. When you understand the laws of human behaviour you can get along with anyone. With Vanessa's help, you will never interact in the same way again. Do you feel awkward at networking events? Do you wonder what your date really thinks of you? Do you wish you could decode people? You need to learn the science of people. As a human behavior hacker, Vanessa Van Edwards created a research lab to study the hidden forces that drive us. And she's cracked the code. In Captivate, she shares shortcuts, systems, and secrets for taking charge of your interactions at work, at home, and in any social situation. These aren't the people skills you learned in school. This is the first comprehensive, science backed, real life manual on how to captivate anyone—and a completely new approach to building connections. Just like knowing the formulas to use in a chemistry lab, or the right programming language to build an app, Captivate provides simple ways to solve people problems. You'll learn, for example...

- How to work a room: Every party, networking event, and social situation has a predictable map. Discover the sweet spot for making the most connections.
- How to read faces: It's easier than you think to speed-read facial expressions and use them to predict people's emotions.
- How to talk to anyone: Every conversation can be memorable—once you learn how certain words generate the pleasure hormone dopamine in listeners. When you understand the laws of human behavior, your influence, impact, and income will increase significantly. What's more, you will improve your interpersonal intelligence, make a killer first impression, and build rapport quickly and authentically in any situation—negotiations, interviews, parties, and pitches. You'll never interact the same way again.

FOX News co-host and radio personality Eboni K. Williams believes that women shouldn't hide their beauty. Instead, they should embrace it as a positive and powerful asset. Williams describes how her own career has been positively influenced by making strategic and intentional decisions about her appearance, what works best and when, all while staying true to her own personal style and values. Regardless of the decade, whether they were entering the workforce, seeking a leadership role, or looking to ascend to the C-suite, women (and even men) have always felt the professional need to embody a certain aesthetic appeal and individual personal power. Women, especially, have been sold the lie that being "pretty" comes at the expense of being taken seriously and that being "pretty" and being capable are mutually exclusive. In PRETTY POWERFUL, Eboni K. Williams encourages readers to reject the knee-jerk reaction to be shamed by this potential advantage and to stop leaving this incredibly powerful asset unused. In each chapter, Williams is joined by other powerful women like Meghan McCain, Marcia Clark, and Desiree Rogers and explores how many others have learned to balance their "prettiness" with substance—to both look the part and express their intelligence in a way that is authentic and respected. While opinions may have differed through time, one fact remains: a personal "pretty" brand is perhaps the most immediate and obvious tool in a woman's professional arsenal. These days it's increasingly rare to have a stable career in any field. More and more of us are blending big company jobs, startup gigs, freelance work, and volunteer side projects. We take chances to expand our knowledge, capabilities, and experience. But how do we make sense of that kind of career - and explain it? Pamela Slim, the acclaimed author of Escape from Cubicle Nation, gives us the tools to have meaningful careers in this new world of work. She shows how to find the connections among diverse accomplishments, sell your story, and continually reinvent and relaunch your brand.

You're Kind of a Big Deal: Level Up by Unlocking Your Audacity

Pretty Powerful

The Science of Deepening Love and Connection in Any Relationship

Miners, Midwives, and Low Mechanics

Laws of Leadership for Black Women

The Charisma Myth

The Hidden Meaning Behind People's Gestures and Expressions

We all know the history of science that we learned from grade school textbooks: How Galileo used his telescope to show that the earth was not the center of the universe; how Newton divined gravity from the falling apple; how Einstein unlocked the mysteries of time and space with a simple equation. This history is made up of long periods of ignorance and confusion, punctuated once an age by a brilliant thinker who puts it all together. These few tower over the ordinary mass of people, and in the traditional account, it is to them that we owe science in its entirety. This belief is wrong. A People's History of Science shows how ordinary people participate in creating science and have done so throughout history. It documents how the development of science has affected ordinary people, and how ordinary people perceived that development. It would be wrong to claim that the formulation of quantum theory or the structure of DNA can be credited directly to artisans or peasants, but if modern science is likened to a skyscraper, then those twentieth-century triumphs are the sophisticated filigrees at its pinnacle that are supported by the massive foundation created by the rest of us.

National bestseller A fresh, insightful guide to reading body language in the post-digital age Whether you're at a job interview or a cocktail party, searching LinkedIn or swiping right on a dating site, you want (no—need) to understand what people are really thinking, regardless of what they're saying. Understanding

what others are trying to tell you with their posture, hand gestures, eye contact (or lack thereof) or incessant fiddling with their iPhone might all be even more important than what you're projecting yourself. Do they plan on making a deal with your company? Are they lying to you? Can you trust this person with your most intimate secrets? Knowing what others are thinking can tell you when to run with an opportunity and when not to waste your time, whether at work, in a crucial negotiation or on a promising first date. Bestselling authors Mark Bowden and Tracey Thomson, principals at the communications company Truthplane, illustrate the essential points of body language with examples from everyday life, leavened with humour and insights that you can use to your advantage in virtually any situation.

Does what's on your desk reveal what's on your mind? Do those pictures on your walls tell true tales about you? And is your favorite outfit about to give you away? For the last ten years psychologist Sam Gosling has been studying how people project (and protect) their inner selves. By exploring our private worlds (desks, bedrooms, even our clothes and our cars), he shows not only how we showcase our personalities in unexpected-and unplanned-ways, but also how we create personality in the first place, communicate it others, and interpret the world around us. Gosling, one of the field's most innovative researchers, dispatches teams of scientific snoops to poke around dorm rooms and offices, to see what can be learned about people simply from looking at their stuff. What he has discovered is astonishing: when it comes to the most essential components of our personalities—from friendliness to flexibility—the things we own and the way we arrange them often say more about us than even our most intimate conversations. If you know what to look for, you can figure out how reliable a new boyfriend is by peeking into his medicine cabinet or whether an employee is committed to her job by analyzing her cubicle. Bottom line: The insights we gain can boost our understanding of ourselves and sharpen our perceptions of others. Packed with original research and fascinating stories, Snoop is a captivating guidebook to our not-so-secret lives.

In her new book, *Women, Sex, Power & Pleasure*, Evelyn Resh, a sexuality counselor and certified nurse-midwife, takes an innovative approach to helping women create the lives — and sex lives — they want. With a funny and compassionate, yet tell-it-like-it-is style, she looks at the relationship between feeling powerful in life and accessing life's pleasures, and their combined effect on sexual desire. Resh introduces six essential qualities that women must have to live healthfully, stating that when these are out of balance women seem to exist in lives devoid of pleasure, self-empowerment, and sex. These markers of emotional well-being are:

- Self-confidence and self-esteem
- Healthy Habits
- Spiritual Satisfaction
- Creativity
- Self-assurance/re-assurance
- Compassion and Empathy

Once the six traits are laid out, Resh devotes the rest of the book to exploring how, when one or more of a woman's markers of emotional well-being are off kilter, their reasons for avoiding sex mount exponentially. She looks at some of the most common excuses she's heard over her many years as a sexuality counselor — I Feel Nothing, It's All He Thinks About, I'm Too Busy!, I'm Too Fat to Have Sex — and outlines the specific imbalances that create this void of sexual desire and activity. With practical guidance, self-assessment questions, and stories from her practice and personal life, Resh explains to modern women how to regain their emotional wellness and live a powerful life that includes a steady relationship with pleasure and sexual satisfaction. This book is a must read for all women. From housewives to sophisticated urban corporate types, from new moms to post-menopausal women — this book will help any woman who feels estranged from her sexual energy and a sense of empowerment, and deprived of pleasure, or who views sex as just another thing to tick off her overwhelming to-do list.

How to Make People Like You in 90 Seconds or Less

The Fine Art of Small Talk by Debra Fine (Summary)

The Hidden Logic That Shapes Our Motivations

The Little Black Book of Success

Communicate with Confidence, Influence and Authority

How to Instantly Connect with Anyone: 96 All-New Little Tricks for Big Success in Relationships

Appearance, Substance, and Success

**In this sequel to Carrie Jones' New York Times bestselling *Need*, Zara discovers the fight to save her hometown from a brewing war isn't quite over . . . Zara and her friends knew they hadn't solved the pixie problem for good. Far from it. The king's needs grow deeper every day he's stuck in captivity, while his control over his people gets weaker. It's made him vulnerable. And now there's a new king in town. A turf war is imminent, since the new pixie king, Astley, is moving in quickly. Nick nearly killed him in the woods on day one, but Zara came to his rescue. Astley swears that he and Zara are destined to be together, that he's one of the good guys. Nick isn't buying it, though Zara isn't as sure -- despite herself, she wants to trust the new king. But it's a lot more than her relationship with Nick that is at stake. It's her life -- and his. Don't miss the all of the books in the *Need* series: *Need* *Captivate* *Entice* *Endure***

**A remarkable guide to the quests that give our lives meaning—and how to find your own—from the New York Times bestselling author of *The \$100 Startup* and *100 Side Hustles* “If you like complacency and mediocrity, do not read this book. It’s dangerously inspiring.”—A. J. Jacobs, author of *The Know-It-All* When he set out to visit all of the planet’s countries by age thirty-five, compulsive goal-seeker Chris Guillebeau never imagined that his journey’s biggest revelation would be how many people like himself exist—each pursuing a challenging quest. These quests are as diverse as humanity itself, involving exploration, the pursuit of athletic or artistic excellence, or battling against injustice and poverty. Everywhere that Chris visited he found ordinary people working toward extraordinary goals, making daily down payments on their dreams. These “questers” included a suburban mom pursuing a wildly ambitious culinary project, a DJ producing the world’s largest symphony, a young widower completing the tasks his wife would never accomplish—and scores of others writing themselves into the record books. The more Chris spoke with these strivers, the more he began to appreciate the direct link between questing and long-term happiness, and he was compelled to complete a comprehensive study of the phenomenon. In *The Happiness of Pursuit*, he draws on interviews with hundreds of questers, revealing their secret motivations, their selection criteria, the role played by friends and family, their tricks for solving logistics, and the importance of documentation. Equally fascinating is Chris’s examination of questing’s other side. What happens after the summit is climbed, the painting hung, the endurance record broken, the at-risk community saved? A book that challenges each of us to take control—to make our lives be about something while at the same time remaining clear-eyed about the commitment—*The Happiness of Pursuit* will inspire readers of every age and aspiration. It’s a playbook for making your life count. “*The Happiness of Pursuit* is smart, honest, and dangerous. Why dangerous? Because it is as practical as it is inspiring. You won’t just be daydreaming about your quest—you’ll be packing for it!”—Brené Brown, Ph.D., LMSW, author of *Daring Greatly***

***Oh Dear Silvia* by Dawn French, the celebrated English actress, bestselling author, and comedian, is the clever, touching, and compelling story of one mysterious woman trapped in a coma after a fall from a balcony. Now, lying unconscious in a hospital bed, Silvia is plagued by a stream of often funny and sometimes poignant visits from friends and family, each of whom knows a different piece of the puzzle that is Silvia Shute. And, as she lies there listening to all of her visitors, the dark and terrible secret she’s been hiding for years emerges. Dawn French's *Oh Dear Silvia* is an emotionally resonant and riveting tale of secrets, forgiveness, remorse, guilt, and love.**

Unlock your inner audacity and become the leader you were born to be Women are often told that dreaming bigger and exuding confidence is the key to achieving professional success. While big dreams and confidence might get you started, they won't fuel you throughout the marathon and over the finish line. In order to keep going through thick and thin, you need audacity. You're Kind of a Big Deal provides the strategies, tools, and inspiration you need to power up your potential, break free from limiting beliefs, and make your biggest dreams a reality. International keynote speaker and successful entrepreneur Erin King helps you step into the role of CEO of your own life and better execute your responses to challenging feedback from the world around you, so you can: Move through any and all obstacles between you and your goals Be more present, honest, and authentic in your professional and personal life Increase your energy to take on the toughest challenges Develop greater clarity on your place and purpose in life Handle social settings and meet new people with a new sense of confidence Drop the automatic negative thoughts and stay positive even in the face of adversity You're Kind of a Big Deal dares you to listen more closely to your intuition when it comes to pulling the trigger on big, courageous business decisions?even if those decisions might initially shock those in your orbit. Get ready to finally break through all barriers standing between you and the goals you were born to absolutely crush because the fact is, You're Kind of a Big Deal.

Master the Secret Language of Charismatic Communication

The Happiness of Pursuit

Payoff

How to Slay Doubt, Boss Up, and Succeed on Your Own Terms

My First Disney Classics Bedtime Storybook

The Fine Art of Small Talk

Fear Is My Homeboy

*"Full of revealing, instantly applicable ideas for leveraging your strengths and overcoming your weaknesses."*

—Adam Grant, author of *Think Again* and *Originals*, and host of the TED podcast *WorkLife* For many of us, listening is simply something we do on autopilot. We hear just enough of what others say to get our work done, maintain friendships, and be polite with our neighbors. But we miss crucial opportunities to go deeper—to give and receive honest feedback, to make connections that will endure for the long haul, and to discover who people truly are at their core. Fortunately, listening can be improved—and Ximena Vengoechea can show you how. In *Listen Like You Mean It*, she offers an essential listening guide for our times, revealing tried-and-true strategies honed in her own research sessions and drawn from interviews with marriage counselors, podcast hosts, life coaches, journalists, filmmakers, and other listening experts. Through Vengoechea's set of scripts, key questions, exercises, and illustrations, you'll learn to: • Quickly build rapport with strangers • Ask the right questions to deepen a conversation • Pause at the right time to encourage vulnerability • Navigate a conversation that's gone off the rails Now more than ever, we need to feel heard, connected, and understood in a world that keeps turning up the volume. Warm, funny, and immensely practical, this book shows you how.

**DATE SMARTER, MAKE BETTER DECISIONS IN LOVE, AND ACHIEVE THE RELATIONSHIP YOU DESERVE... IT ALL STARTS WITH NOT SETTling!** By day, Faith Jenkins is the host of the nationally syndicated TV show *Divorce Court*; by night, she's a happily married newlywed who navigated these dating streets for years before learning how to attract the love of her dreams. When she turned 35 without a wedding ring in sight, like most women, she started getting tons of questions about not being married. But she made a decision: *I. Will. Not. Settle.* As an attorney and arbitrator, Faith has presided over hundreds of cases, and has helped couples avoid and resolve a wealth of drama. And she's seen it all! In *Sis, Don't Settle*, she's gathered an arsenal of love, wisdom and advice for women on how to play it smart. Modern culture would have women believe they can't have it all—and be smart, successful, strong women with authentic love to boot. Wrong. Told in her signature style—sometimes salty and sometimes sweet—Faith provides real solutions that will teach you how to thrive in relationships while avoiding common missteps and pitfalls. She delivers it straight, with no chaser, to show us how to level up, and reminds you that how you live single will set the tone for your success in relationships. Smart, illuminating, and, often laugh-out-loud funny, *Sis, Don't Settle* is the essential playbook that will help you build your confidence, generate better results in love, and land a high-value relationship once and for all. You'll find tips on topics like: *Strong Independent Women...and the Men Who Love Them What's Worse than a Bad Relationship? Overextending Your Stay in One Becoming the Right Person to Attract the Right Person How to Release Trash Subconscious Beliefs that Keep You Settling* And much more! Whether you're single, divorced, or in a situation, *Sis, Don't Settle* reveals the direction and guidance you need to navigate love and take back your power.

'A magnificent achievement' Nikolai Tolstoy, *The Times* Among the Russians is a marvellous account of a solitary journey by car from St. Petersburg and the Baltic States south to Georgia and Armenia. A gifted writer and intrepid traveller, Thubron grapples with the complexities of Russian identity and relays his extraordinary journey in characteristically lyrical style. This is an enthralling and revealing account of the habits and idiosyncrasies of a fascinating nation along with a sharp and insightful social commentary of Russian life.

'Superb... one of the best books on Russia to appear in years' *New York Times*

Available for the first time in the United States, this international bestseller reveals the secrets of nonverbal communication to give you confidence and control in any face-to-face encounter—from making a great first impression and acing a job interview to finding the right partner. It is a scientific fact that people's gestures give away their true intentions. Yet most of us don't know how to read body language- and don't realize how our own physical movements speak to others. Now the world's foremost experts on the subject share their techniques for reading body language signals to achieve success in every area of life. Drawing upon more than thirty years in the field, as well as cutting-edge research from evolutionary biology, psychology, and medical technologies that demonstrate what happens in the brain, the authors examine each component of body language and give you the

*basic vocabulary to read attitudes and emotions through behavior. Discover:* • How palms and handshakes are used to gain control • The most common gestures of liars • How the legs reveal what the mind wants to do • The most common male and female courtship gestures and signals • The secret signals of cigarettes, glasses, and makeup • The magic of smiles—including smiling advice for women • How to use nonverbal cues and signals to communicate more effectively and get the reactions you want Filled with fascinating insights, humorous observations, and simple strategies that you can apply to any situation, this intriguing book will enrich your communication with and understanding of others—as well as yourself.

*Snoop*

*Listen Like You Mean It*

*Unlocking Creativity*

*Captivate Deluxe*

*Digital Body Language*

*How to Start a Conversation, Keep It Going, Build Networking Skills--and Leave a Positive Impression!*

*How to Stay Smart in Matters of the Heart*

*Bestselling author Dan Ariely reveals fascinating new insights into motivation—showing that the subject is far more complex than we ever imagined. Every day we work hard to motivate ourselves, the people we live with, the people who work for and do business with us. In this way, much of what we do can be defined as being “motivators.” From the boardroom to the living room, our role as motivators is complex, and the more we try to motivate partners and children, friends and coworkers, the clearer it becomes that the story of motivation is far more intricate and fascinating than we’ve assumed. Payoff investigates the true nature of motivation, our partial blindness to the way it works, and how we can bridge this gap. With studies that range from Intel to a kindergarten classroom, Ariely digs deep to find the root of motivation—how it works and how we can use this knowledge to approach important choices in our own lives. Along the way, he explores intriguing questions such as: Can giving employees bonuses harm productivity? Why is trust so crucial for successful motivation? What are our misconceptions about how to value our work? How does your sense of your mortality impact your motivation?*

*Nationally recognized communication expert Debra Fine reveals the techniques and strategies anyone can use to make small talk--in any situation. Do you spend an abnormal amount of time hiding out in the bathroom or hanging out at the buffet table at social gatherings? Does the thought of striking up a conversation with a stranger make your stomach do flip-flops? Do you sit nervously through job interviews waiting for the other person to speak? Are you a "Nervous Ned or Nellie" when it comes to networking? Then it's time you mastered *The Fine Art of Small Talk*. With practical advice and conversation "cheat sheets," *The Fine Art of Small Talk* will help you learn to feel more comfortable in any type of social situation, from lunch with the boss to an association event to a cocktail party where you don't know a soul.*

*Rather than explain the power of recognition in a typical business book, acclaimed CEO David Novak wrote a fun story that draws on his real-world experiences at Pepsi and Yum! Brands, as well as his personal life. When was the last time you told your colleagues how much you value them? It sounds like a trivial thing in the middle of a busy work day. But as Novak discovered during his years as a hard charging executive, there's nothing trivial about recognition. It can make a life-or-death difference to any organization, when people see that someone important really notices and appreciates their contributions. The story of *O Great One!* opens when Jeff Johnson becomes the third-generation CEO of his family business, after the sudden death of his father. The Happy Face Toy Company had many hits in the 1950s and 60s, including *Crazy Paste*, but its results have been declining for more than a decade. The board has given Jeff just one year to turn the business around, or else they'll have to sell it to the highest bidder. As Jeff races to save his family's legacy by getting the company back on track, he meets downtrodden factory workers and an uninspired executive team. Then a birthday gift from his grandson gives Jeff an important insight into why Happy Face lost its culture of innovation and excitement, along with its profitability. He comes up with an idea that seems crazy... But is it crazy enough to work? Whether you're trying to lead a small department, a Fortune 500 company, a non-profit, or your own family, the story and lessons of *O Great One!* can help you make everyone around you happier and more effective.*

*Whether selling, managing, negotiating, planning, collaborating, pitching, instructing-or on your knees with a marriage proposal-the secret of success is based on connecting with other people. Now that connection is infinitely easier to make through Nicholas Boothman's program of rapport by design. *How to Make People Like You in 90 Seconds or Less* is the work of a master of Neuro-Linguistic Programming whose career is teaching corporations and groups the secrets of successful face-to-face communication. Aimed at establishing rapport-that stage between meeting and communicating-*How to Make People Like You* focuses on the concept of synchrony. It shows how to synchronize attitude, synchronize body language, and synchronize voice tone so that you instantly and imperceptibly become someone the other person likes. Reinforcing these easy-to-learn skills is knowing how to read the other person's sensory preferences-most of us are visual, some are kinesthetic, and a minority are auditory. So when you say "I see what you mean" to a visual person, you're really speaking his language. Along the way the book covers attitude, nervousness, words that open a conversation and words that shut it down, compliments, eye cues, the magic of opposites attracting, and more. It's how to make the best of the most important 90 seconds in any relationship, business or personal.*

*The Definitive Book of Body Language*

*How to Build Trust and Connection, No Matter the Distance*

*Captivate*

*The Science of Succeeding with People*

*Calmfidence*

*Truth and Lies*

*Sis, Don't Settle*

The deluxe eBook edition of CAPTIVATE includes twelve exclusive videos from author Vanessa Van Edwards, where she gives tips on storytelling, using hand gestures to build rapport, recognizing non-verbal cues, decoding micro-

expressions, and more. Readers will learn how to set up mini-experiments and read cues, making them more adept communicators. Vanessa also interviews Paige Hendrix Buckner, CEO of ClientJoy. Do you feel awkward at networking events? Do you wonder what your date really thinks of you? Do you wish you could decode people? You need to learn the science of people. As a human behavior hacker, Vanessa Van Edwards created a research lab to study the hidden forces that drive us. And she's cracked the code. In *Captivate*, she shares shortcuts, systems, and secrets for taking charge of your interactions at work, at home, and in any social situation. These aren't the people skills you learned in school. This is the first comprehensive, science backed, real life manual on how to captivate anyone—and a completely new approach to building connections. Just like knowing the formulas to use in a chemistry lab, or the right programming language to build an app, *Captivate* provides simple ways to solve people problems. You'll learn, for example...

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This sequel to Leil's international top selling "How to Talk to Anyone" makes you a master communicator with 96 all new cutting-edge communication "Little Tricks" for big success in business and social relationships—in person, by email, and on the phone. It has been praised as the 21st century version of "How to Win Friends and Influence People," and was nominated one of the five best books in psychology by "Books for a Better Life!" The author introduces the psychologically sound concept, "Emotional Prediction" or E.P. which you can employ with everyone. Here are the ten sections of the book: 7 Little Tricks to Make a Great Impression Before People Even Meet You 11 Little Tricks to Take the "Hell" Out of "Hello," and Put the "Good" in "Good-bye" 12 Little Tricks to Develop an Extraordinary Gift of Gab 10 Little Tricks to Actually Enjoy Parties 5 Little Tricks to Handle the Good, the Bad, and the Bummers 12 Little Tricks to Avoid the 13 Most Common Dumb Things You Should NEVER Say or Do 13 Little Tricks to be a Cool Communicator 11 Little Tricks to Give Your E-Mail Today's Personality and Tomorrow's Professionalism 10 Little Tricks to Make an Impression on your Cell (A.K.A. "Phone") 5 Little Tricks to Deepen the Relationships You Already Have

Adapt your career to the shifting paradigm of work, employment and success The word "career" doesn't mean what it used to. People entering the workforce today will have an estimated 17 employers and five careers in their lifetimes — and already many existing roles are being automated away, with many more to follow. No profession, industry or geography is immune, and employees need to change their idea of what it means to be employed. The rise of freelancing and the gig economy means flexibility and independence, but also less security — with trends showing it is the way of the future. You cannot future-proof your job, but you can future-proof your career. *Career Leap* shows you what you need to know, how you need to change and how you can prepare for the inevitable tides of change. This book sheds light on the choices you make, and the steps you can take to reignite, reshape and liberate your career. You'll develop the confidence you need to take decisive action, sharpen your skills and become the agile, adaptive professional we will all need to be. The 10-step Career Reinvention Cycle helps you assess the status quo and determine where you need to go, and then gives you a solid framework for making a move when the time is right. Future-proof your career with the new laws for success Undertake a health check of your career and make deliberate career choices Design, build, and execute your influence and career strategy Be equipped to take control and leap ahead with your career. No matter your role, it is imperative that you make every day in your career count. Make the critical decisions, take clear actions and, above all, stay ahead of the pack. *Career Leap* gives you the insight, confidence and knowledge you need to move up as you leap forward.

Have you ever wondered why some people earn attention and respect when they speak and others don't? The secret to their success can be summed up in one word: gravitas. In this revolutionary new book, leading voice coach and speaker Caroline Goyder reveals how to speak so others will listen. Through simple techniques to build your natural gravitas, you will learn how to express yourself clearly with passion and confidence to persuade, influence and engage listeners. By being grounded in your values and capabilities, you will gain the authority needed to make people sit up and pay attention. Each chapter guides you step-by-step through practical techniques and exercises to give you the skills for great presentations, productive meetings and persuasive pitches. You'll overcome anxiety, learn how to deal with difficult people and feel calm and in control when public speaking. An essential tool for the modern workplace, *Gravitas* will transform the way you think about yourself and your powers of communication.

What Your Stuff Says About You

How Anyone Can Master the Art and Science of Personal Magnetism

Make Today the First Day of Your New Career

Becoming Bulletproof

Protect Yourself, Read People, Influence Situations, and Live Fearlessly

Finding the Quest That Will Bring Purpose to Your Life

The 3-Minute Rule

**Wall Street Journal bestseller! For anyone who wants to be heard at work, earn that overdue promotion, or win more clients, deals, and projects, the bestselling author of *Captivate*, Vanessa Van Edwards, shares her advanced guide to improving professional relationships through the power of cues. What makes someone charismatic? Why do some captivate a room, while others have trouble managing a small meeting? What makes**



some ideas spread, while other good ones fall by the wayside? If you have ever been interrupted in meetings, overlooked for career opportunities or had your ideas ignored, your cues may be the problem – and the solution. Cues – the tiny signals we send to others 24/7 through our body language, facial expressions, word choice, and vocal inflection – have a massive impact on how we, and our ideas, come across. Our cues can either enhance our message or undermine it. In this entertaining and accessible guide to the hidden language of cues, Vanessa Van Edwards teaches you how to convey power, trust, leadership, likeability, and charisma in every interaction. You'll learn:

- Which body language cues assert, "I'm a leader, and here's why you should join me."
- Which vocal cues make you sound more confident
- Which verbal cues to use in your résumé, branding, and emails to increase trust (and generate excitement about interacting with you.)
- Which visual cues you are sending in your profile pictures, clothing, and professional brand.

Whether you're pitching an investment, negotiating a job offer, or having a tough conversation with a colleague, cues can help you improve your relationships, express empathy, and create meaningful connections with lasting impact. This is an indispensable guide for entrepreneurs, team leaders, young professionals, and anyone who wants to be more influential.

**Tear down the obstacles to creative innovation in your organization** Unlocking Creativity is an exploration of the creative process and how organizations can clear the way for innovation. In many organizations, creative individuals face stubborn resistance to new ideas. Managers and executives oftentimes reject innovation and unconventional approaches due to misplaced allegiance to the status quo. Questioning established practices or challenging prevailing sentiments is frequently met with stiff resistance. In this climate of stifled creativity and inflexible adherence to conventional wisdom, potentially game-changing ideas are dismissed outright. Senior leaders claim to value creativity, yet often lack the knowledge to provide a creative framework. Unlocking Creativity offers effective methods and real-world examples of how the most successful organizations create cultures of innovation and experimentation. Best-selling author and scholar Michael Roberto presents a thorough investigation of organizational obstacles to creative thought. Highly relevant to the growth crises many enterprises face in today's economic landscape, this book examines how to break barriers to spark creativity and foster new ideas. This insightful and informative work allows business executives, senior managers, and organization leaders to:

- Recognize the six organizational mindsets that impede creativity and innovation
- Learn how to tear down the barriers that obstruct the creative process
- Create an environment that allows talented people to thrive
- Encourage creative collaboration in teams throughout an organization
- Leaders do not have to conceive innovative ideas, but rather open the path for curious and creative employees within their organization.

Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions aids organizations in removing obstacles to the creative process and helps to form an atmosphere of imagination and innovation.

**Want to deliver a pitch or presentation that grabs your audience's ever-shrinking attention span?** Ditch the colorful slides and catchy language. And follow one simple rule: Convey only what needs to be said, clearly and concisely, in three minutes or less. That's the 3-Minute Rule. Hollywood producer and pitch master Brant Pinvidic has sold more than three hundred TV shows and movies, run a TV network, and helmed one of the largest production companies in the world with smash hits like *The Biggest Loser* and *Bar Rescue*. In his nearly twenty years of experience, he's developed a simple, straightforward system that's helped hundreds—from Fortune 100 CEOs to PTA presidents—use top-level Hollywood storytelling techniques to simplify their messages and say less to get more. Pinvidic proves that anyone can deliver a great pitch, for any idea, in any situation, so your audience not only remembers your message but can pass it on to their friends and colleagues. You'll see how his methods work in a wide range of situations—from presenting investment opportunities in a biotech startup to pitching sponsorship deals for major sports stadiums, and more. Now it's your turn. The 3-Minute Rule will equip you with an easy, foolproof method to boil down any idea to its essential elements and structure it for maximum impact. Simplify. Say less. Get More.

**Increase intimacy, connection, and love with this "critical"** (Vanessa Van Edwards, bestselling author of *Captivate: The Science of Succeeding with People*), science-based guide to creating meaningful and lasting relationships. When it comes to building a better relationship with your partner, touch and connection matter so much more than the words that you say. And author and therapist John Howard is here to tell us why. *More Than Words* shows you how to deepen love and connection in any relationship based on the latest cutting-edge research in interpersonal neurobiology, trauma-informed healing, attachment theory, and many more scientific fields. This "brilliant guide" (Diane Poole-Heller, PhD, author of *The Power of Attachment*) explains why verbal communication may not elicit the connection you seek and offers ways to practice and form new habits that can nurture love, care, safety, comfort, and passion in relationships. Science shows that these techniques work, but most people don't know them yet. You can start using these techniques today to increase intimacy and emotional connection in your closest relationships. Mindful of all the needs of the modern individual, *More Than Words* is inclusive of LGBTQ+, polyamorous, and other nontraditional committed relationships and ultimately looks to elevate the way we strengthen the most important bonds in our lives.

**How to Trust Yourself, Tame Your Inner Critic, and Shine in Any Spotlight**

**Your Eternal Self**

**What People Are Really Thinking**

**Oh Dear Silvia**

**O Great One!**

## Body of Work

### What Every BODY is Saying

*This invaluable "mentor in your pocket" by three dynamic and successful black female executives will help all black women, at any level of their careers, play the power game—and win. Rich with wisdom, this practical gem focuses on the building blocks of true leadership—self-confidence, effective communication, collaboration, and courage—while dealing specifically with stereotypes (avoid the Mammy Trap, and don't become the Angry Black Woman) and the perils of self-victimization (don't assume that every challenge occurs because you are black or female). Some leaders are born, but most leaders are made—and The Little Black Book of Success will show you how to make it to the top, one step at a time.*

*Joe Navarro, a former FBI counterintelligence officer and a recognized expert on nonverbal behavior, explains how to "speed-read" people: decode sentiments and behaviors, avoid hidden pitfalls, and look for deceptive behaviors. You'll also learn how your body language can influence what your boss, family, friends, and strangers think of you. Read this book and send your nonverbal intelligence soaring. You will discover: The ancient survival instincts that drive body language Why the face is the least likely place to gauge a person's true feelings What thumbs, feet, and eyelids reveal about moods and motives The most powerful behaviors that reveal our confidence and true sentiments Simple nonverbals that instantly establish trust Simple nonverbals that instantly communicate authority Filled with examples from Navarro's professional experience, this definitive book offers a powerful new way to navigate your world.*

*Your Eternal Life presents in readable language overwhelming evidence from renowned scientists showing that the afterlife is as real as this life.*

*Learn how to communicate inside and out with calm, confidence, and self-love no matter the circumstances. Presenters and performers aren't the only ones who need calm and confidence in their everyday lives. After all, confidence is the fuel that drives us toward our ambitions, and calm eases the way. And when the two states combine, they form a magical and powerful combination. After years of struggling with communication in school, business, and public, Patricia Stark achieved this state of "Calmfidence" not through some single moment of revelation but through years of small insights, "aha" moments, and constant practice. Today, after helping thousands of students and clients find their own voices and abilities, Stark makes her methods available in Calmfidence—a comprehensive guide to improving communication skills in any social interaction. Calmfidence gathers a unique set of mental tools and experiential practices for quelling the self-sabotaging habits of the Inner Critic. With warmth and compassion, Stark guides you in how to identify and overcome your blockages to communication, how to react skillfully to strong emotions as they arise, and how to deal with setbacks in your Calmfidence journey without self-judgment. Here you will learn:*

- "Calmfidence boosters"—practices for shoring up your ease and resilience on the spot and in the moment
- Positive daily habits to avoid burnout, exhaustion, and other drains on your Calmfidence
- How to soothe negative inner beliefs around age, body type, unrealistic expectations, and more
- The dos and don'ts of healthy, engaged eye contact
- Why mindfulness of facial expressions and body language is imperative for effective communication
- How to sidestep and eventually erase any fear of public speaking
- Common verbal tics that disrupt public speaking, and how to wean yourself away from them
- Advanced tips for transforming public speaking engagements into memorable, inspiring occasions
- Interview Calmfidence: how to navigate and eventually master one of the most nerve-racking social exchanges
- Natural, non-intoxicating remedies for soothing ambient stress and restoring balance

*You don't need some rare talent to communicate well. When you engage with the exercises and encouragement in Calmfidence, you'll learn how to stop surrendering to fear and become the calm and confident communicator who has always been waiting within.*

*How to Solve Any Problem and Make the Best Decisions by Shifting Creative Mindsets*

*How to Reinvent and Liberate Your Career*

*Reclaiming the Lost Art of True Connection*

*Say Less to Get More from Any Pitch or Presentation*

*Gravitas*

*Career Leap*

*More Than Words*

If you love empowering non-fiction books like "You are a Badass" by Jen Sincero, "Girl Wash Your Face" by Rachel Hollis, or "5-Second Rule" by Mel Robbins you'll love Fear Is My Homeboy. In Fear Is My Homeboy, author Judi Holler has a message: It ' s time to stop letting fear boss you around so you can start leveling up personally and professionally. This is a book for people who believe that they deserve more. Holler focuses on helping the reader shut down self-doubt so they can start taking action. After reading this book Judi promises that you will get braver, bolder, and more confident in your natural-born badassery. Inspired by her improv theatre background at The Second City Training Center ' s Conservatory in Chicago and building off her decade of speaking, sales, and marketing experience, in addition to her current role as a business owner, Holler ' s book is your own personal life coach and cheerleader. In it she shares valuable, actionable advice on how to accept—and even embrace—fear, so readers can start to live more balanced, successful, and fulfilling lives. Holler ' s mission: to stop fear from stealing your opportunities so you can start connecting in powerful and profitable ways. If you enjoyed the book then you'll love Judi's weekly Podcast: The FearBoss Show! You can listen in and subscribe on iTunes and Spotify to keep the fear party going!

From the New York Times-bestselling author of Quitter and Start comes the definitive guide to getting your dream job. When you don't like your job, Sunday isn't really a weekend day. It's just pre-Monday. But what if you could call a Do Over and actually look forward to Monday? Starting on the first day you got paid to scoop ice cream or restock shelves, you ' ve had the chance to develop the four elements all great careers have in common: relationships, skills, character, and hustle. You already have each of those, to one degree or another. Now it ' s time to amplify them and apply them in a new way, so you can call a Do Over on your career, at any age. You ' ll need a Do Over because you ' ll eventually face at least one of these major transitions:

- You ' ll hit a Career Ceiling and get stuck, requiring sharp skills to free yourself.
- You ' ll experience a Career Bump and unexpectedly lose your job, requiring strong relationships to survive.
- You ' ll make a Career Jump to a new role, requiring solid character to push through uncertainty and chaos.
- You ' ll get a surprise Career Opportunity, requiring dedicated hustle to take advantage of it.

Jon Acuff ' s unique approach will give you the resources to reinvent your work, get unstuck, and get the job you ' ve always wanted!

Read along with Disney! Bedtime stories are classic, even for the littlest dreamers. Follow along with word-for-word narration in this collection of favorite Disney stories that's perfect for those cuddly moments!

Do you want more free book summaries like this? Download our app for free at <https://www.QuickRead.com/App> and

get access to hundreds of free book and audiobook summaries. Learn how to start a conversation, keep it going, build networking skills, and leave a positive impression! Whether we 're standing in the elevator with a colleague, attending conferences, or simply meeting your child 's new teacher, small talk is a major part of our daily lives. Perhaps you spend your days avoiding these awkward situations because the mere idea of striking up a conversation with a stranger makes your stomach churn. Perhaps you avoid social situations entirely or hide out in bathrooms and hang out at the buffet table to avoid small talk. Maybe the idea of networking makes you sick to your stomach. If this sounds like you, then it 's time to master *The Fine Art of Small Talk*. Though many of us disregard small talk and find it meaningless, small talk has the power to change our lives. Small talk is the foundation of building meaningful connections with friends and colleagues which can open up opportunities you never thought possible. Once you master small talk, you 'll be guaranteed to build a business, make friends, improve networking skills, get dates, and land jobs. So if you struggle with conversation, it 's time to learn how to feel more comfortable in any type of social situation, from lunch with your boss to a networking conference to a cocktail party where you don 't know a single person. As you read, you 'll learn how small talk can change your life and receive tips and tricks for starting, keeping, and exiting a conversation.

A Novel

96 All-New Little Tricks for Big Success in Business and Social Relationships

A Little Story About the Awesome Power of Recognition

An Ex-FBI Agent's Guide to Speed-Reading People

Finding the Thread That Ties Your Story Together

A People's History of Science

Among the Russians

*Former Secret Service agent and star of Bravo's Spy Games Evy Poumpouras shares lessons learned from protecting presidents, as well insights and skills from the oldest and most elite security force in the world to help you prepare for stressful situations, instantly read people, influence how you are perceived, and live a more fearless life. Becoming Bulletproof means transforming yourself into a stronger, more confident, and more powerful person. Evy Poumpouras—former Secret Service agent to three presidents and one of only five women to receive the Medal of Valor—demonstrates how we can overcome our everyday fears, have difficult conversations, know who to trust and who might not have our best interests at heart, influence situations, and prepare for the unexpected. When you have become bulletproof, you are your best, most courageous, and most powerful version of you. Poumpouras shows us that ultimately true strength is found in the mind, not the body. Courage involves facing our fears, but it is also about resilience, grit, and having a built-in BS detector and knowing how to use it. In *Becoming Bulletproof*, Poumpouras demonstrates how to heighten our natural instincts to employ all these qualities and move from fear to fearlessness.*

*An instant Wall Street Journal Bestseller The definitive guide to communicating and connecting in a hybrid world. Email replies that show up a week later. Video chats full of "oops sorry no you go" and "can you hear me?!" Ambiguous text-messages. Weird punctuation you can't make heads or tails of. Is it any wonder communication takes us so much time and effort to figure out? How did we lose our innate capacity to understand each other? Humans rely on body language to connect and build trust, but with most of our communication happening from behind a screen, traditional body language signals are no longer visible -- or are they? In *Digital Body Language*, Erica Dhawan, a go-to thought leader on collaboration and a passionate communication junkie, combines cutting edge research with engaging storytelling to decode the new signals and cues that have replaced traditional body language across genders, generations, and culture. In real life, we lean in, uncross our arms, smile, nod and make eye contact to show we listen and care. Online, reading carefully is the new listening. Writing clearly is the new empathy. And a phone or video call is worth a thousand emails. *Digital Body Language* will turn your daily misunderstandings into a set of collectively understood laws that foster connection, no matter the distance. Dhawan investigates a wide array of exchanges—from large conferences and video meetings to daily emails, texts, IMs, and conference calls—and offers insights and solutions to build trust and clarity to anyone in our ever changing world.*

*What if charisma could be taught? The charisma myth is the idea that charisma is a fundamental, inborn quality—you either have it (Bill Clinton, Steve Jobs, Oprah) or you don't. But that's simply not true, as Olivia Fox Cabane reveals. Charismatic behaviors can be learned and perfected by anyone. Drawing on techniques she originally developed for Harvard and MIT, Cabane breaks charisma down into its components. Becoming more charismatic doesn't mean transforming your fundamental personality. It's about adopting a series of specific practices that fit in with the personality you already have. *The Charisma Myth* shows you how to become more influential, more persuasive, and more inspiring.*

*Women, Sex, Power, And Pleasure*

*From the Baltic to the Caucasus*

*Cues*

*Do Over*