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To Overcome Stress Overload
And Burnout And Revitalize
Your Career

Toxic Work How To Overcome Stress Overload And Burnout And

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To Overcome Stress Overload
**Revitalize Your
Career**
And Burnout And Revitalize
Your Career

One of the New York Post's Top 10
Career Books of 2012 and a Booklist
Top 10 Business Book DO YOU WORK
WITH A MEAN GIRL? A woman's field

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guide to the new frontier of professional development—working with other women Women-to-women relationships in the workplace are . . . complicated. When they're good, they're great. But when they're bad, they can ruin your day, your week—even your year. Packed with

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proven advice from two of today's leading experts in workplace relationships, this one-of-a-kind guide gives women the tools they need to navigate difficult situations unique to women-to-women relationships—whether with a boss, a colleague, a client, or an employee.

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Have you dealt with a woman in the workplace who: “Accidentally” excludes you from important meetings? Seems intent on taking you down professionally? Gossips about you with other coworkers? Makes you look bad by missing deadlines? Forms a “pack” of mean

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girls to make your life miserable?

Mean Girls at Work isn't just about surviving difficult situations. It's about transforming a toxic relationship into one that benefits and supports both of you. This book is also for women who engage in mean behavior . . . but don't know it. After

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all, who hasn't gossiped about a female coworker? Who hasn't rolled her eyes in the presence of a woman she doesn't like? Who hasn't scanned another woman head to toe—which is just a nonverbal way of saying, “You’ve just been judged”? The authors provide invaluable advice to

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the more subtle ways of being mean—even if they're not intended. With a workforce composed of a higher percentage of women than ever, workplace dynamics have changed. Crowley and Elster cover every conceivable scenario, providing critical advice on how to rise above

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the fray and move forward professionally. Mean Girls at Work is your map to dodging the mines and moving forward in today's transformed workplace. Praise for Mean Girls at Work "An invaluable suit of armor for surviving nine to five!" —Leil Lowndes, bestselling

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author of How to Talk to Anyone “If you think the emotional cruelty of comedies like Mean Girls and Heathers doesn’t exist in the real world workplace, think again. In Mean Girls at Work, Katherine Crowley and Kathi Elster valuably chronicle female vs. female predators and offer solid

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defensive strategies.” —Ann
Kreamer, author of *It's Always
Personal: Navigating Emotion in the
New Workplace* “Whether you are in
your twenties and just starting your
professional career, your midcareer
forties, when you are supposed to
have figured it out already, or a

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woman in her fifties or sixties who's seen it all—this book is a must-read. . . . The authors have finally given women the tools and the sound advice necessary to deal with . . . conflicts that keep us all from succeeding. . . . Carry this book with you to work every day!" —Carolyn

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Cassin, President, Michigan Women's Foundation "A must-read for women of all ages in today's workforce. This book offers what we all need to develop the capacities to endure this ever-changing workplace. We know it is all about relationships and you need the skills outlined in this book to

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Your Career.” —Kim Harrington,

Coordinator, Professional
Development and Training, Office of
Human Resources, California State
University, Sacramento

This book derives from my struggle to
make sense of the experiences HR

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professionals generously shared with me, as well as my own experience surviving a toxic leader. In this book, I share these stories and a systemic research-based perspective on toxic leadership, recognizing that the problem of a toxic workplace is never encapsulated in the leader alone. I

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argue throughout the book, that it is crucial and urgent that we not only learn about toxic leadership, but act to end it.

Two psychologists offer a thoughtful guide designed to help readers identify and cope effectively with difficult and dysfunctional coworkers

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on the job, examining an array of personality traits and disorders and presenting helpful strategies for dealing with them. Original.

"The most useful, well-written, and emotionally compelling business book I have read in years. I couldn't put it down." -- Robert I. Sutton, Stanford

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Professor and author of The No Asshole Rule "A must-read for every leader in their field." -- Daniel H. Pink, bestselling author of To Sell is Human Incivility is silently chipping away at people, organizations, and our economy. Sights, insensitivities, and rude behaviors can cut deeply.

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Moreover, incivility hijacks focus. Even if people want to perform well, they can't. Customers too are less likely to buy from a company with an employee who is perceived as rude. Ultimately, incivility cuts the bottom line. In *Mastering Civility*, Christine Porath shows how people can

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enhance their influence and effectiveness with civility. Combining scientific research with fascinating evidence from popular culture and fields such as neuroscience, medicine, and psychology, this book provides managers and employers with a much-needed wake-up call,

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while also reminding them of what they can do right now to improve the quality of their workplaces.

Why Can't You Read My Mind?

How to Overcome Toxic Polarization

Advice For Assessing The Issues And

Dealing With Difficult People: Signs

And Symptoms Of A Toxic Workplace

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Mastering Your Beliefs, Actions, and
Knowledge to Conquer Any Adversity

How to Deal with Dysfunctional
People on the Job

Ask a Manager

How Trust, Candor, and Authenticity
Create Great Organizations

Toxic WorkHow to Overcome

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**Stress, Overload, and Burnout
and Revitalize Your Career**
**Plume
Books**

***Presents articles on health in the
workplace including injuries,
physical and mental illnesses,
worker's compensation, and
social issues.***

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Explains how employees can cope with business-related stress, and take initiatives to promote positive changes in the work environment

Life's too short to be unhappy at work "I'm working harder than I ever have, and I don't know if it's

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worth it anymore." If you're a manager or leader, these words have probably run through your mind. So many of us are feeling fed up, burned out, and unhappy at work: the constant pressure and stress, the unending changes, the politics--people feel

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as though they can't give much more, and performance is suffering. But it's work, after all, right? Should we even expect to be fulfilled and happy at work? Yes, we should, says Annie McKee, coauthor of the bestselling Primal Leadership. In

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her new transformative book, she makes the most compelling case yet that happiness--and the full engagement that comes with it--is more important than ever in today's workplace, and she sheds new light on the powerful relationship of happiness to

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***individual, team, and
organizational success. Based on
extensive research and decades
of experience with leaders, this
book reveals that people must
have three essential elements in
order to be happy at work: A
sense of purpose and the chance***

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***to contribute to something
bigger than themselves A vision
that is powerful and personal,
creating a real sense of hope
Resonant, friendly relationships
With vivid and moving real-life
stories, the book shows how
leaders can use these powerful***

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pillars to create and sustain happiness even when they're under pressure. By emphasizing purpose, hope, and friendships they can also ensure a healthy, positive climate for their teams and throughout the organization. How to Be Happy at Work

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***deepens our understanding of
what it means to be truly fulfilled
and effective at work and
provides clear, practical advice
and instruction for how to get
there--no matter what job you
have.***

Taming the Toxic Workplace

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Workbook

Jerks at Work

Rising Above a Toxic Workplace

Toxic Parents

The Way Out

The Asshole Survival Guide

Stop Overthinking and Channel

Your Emotions for Success at

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Work

Learn how to thrive in—or escape from—a toxic work environment. Toxic organizations are rife with conflict, fear, and anger. The environment causes people to have physiological responses as if they're in a fight-or-flight situation. Healthy people become ill. Colds, flu and

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stress-related illnesses such as heart attacks are more common. By contrast, in resonant organizations, people take fewer sick days and turnover is low. People smile, make jokes, talk openly and help one another." - Annie McKee (author, consultant) *Many employees experience the reality of bullying bosses, poisonous*

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people, and soul-crushing cultures on a daily basis. Rising Above a Toxic Workplace tells authentic stories from today's workers who share how they cope, change, or quit. Candidly they open up about what they learned, what they wish they had done, and how to gain resilience. Insightfully illustrating from these

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accounts, authors Gary Chapman, Paul White, and Harold Myra blend their combined experiences in ministry and business to deliver hope and practical guidance to those who find themselves in an unhealthy work environment. Includes a Survival Guide and Toolkit full of strategies and realistic insights

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*Most people think that poor communication is the reason why so many relationships end, but it's actually the way we learn to think about our partners and our problems that kills trust, erodes intimacy, and cripples communication. In **Why Can't You Read My Mind?**, psychologist Jeffrey Bernstein reveals-for*

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the first time-the nine toxic thought patterns at work in virtually every relationship, and shows couples how these distorted, negative, exaggerated thoughts can poison their love and end their union. With warmth and wisdom, Bernstein offers a simple yet powerful approach for breaking the toxic thinking cycle and

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helps readers establish new and more positive thinking habits for solving their problems and dealing with the stresses of everyday life. Packed with practical advice and valuable insights, Why Can't You Read My Mind? makes it possible for couples to remain in or return to loving relationships permanently, and points the

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way toward finding a truer kind of love with one another for the first time.

Perfect for couples wanting to maintain their loving relationship as well as for those working to restore their love, this book provides the missing link, enabling couples to beat the relationship odds and sustain a long-term relationship.

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Learn how to resolve, influence, or deal with the work madness that is bringing you down! This workbook will teach you how to assess the issues, minimize the impact, and strategize options for moving forward. The content goes way beyond dealing with difficult people, and gets to the root of the problem and what you can

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do to overcome it.

Your Career
*Create happier, healthier relationships by
using three simple steps to replace
negative emotions and toxic patterns with
love, forgiveness, compassion, and joy!
The desire to love and be loved and feel
valued is universal. Seems easy enough,
but for most people it is a constant, and*

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often silent, struggle. Toxic emotions such as fear, resentment, guilt, and shame drain your energy, deflate the spirit, and make you feel stuck. Without attentive care and healing, it's easy to get trapped in false belief patterns that build toxic emotional and energetic "imprints." These imprints set the stage for how we

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experience the world and how we react to it. Instead of pushing people away, self-sabotaging, or using excuses and distractions as defense mechanisms, intuitive spiritual healer Leah Guy teaches you how to apply mindful healing tools to shift your mindset, heal old wounds, and develop happier, healthier

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*relationship patterns in Overcoming Toxic
Emotions. This powerful book will help
you: Understand how toxic emotions have
been impeding your happiness Overcome
your toxic emotional and energetic
imprints Manifest a more vibrant,
satisfying life For anyone who feels
emotionally stuck or unable to move*

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*forward in a positive and productive way,
this book is for you. Take the self-care
steps you need with Overcoming Toxic
Emotions.*

*Overcome Toxic Perfectionism, Learn to
Embrace Your Mistakes, and Discover the
Potential for Positive Change
Right Within*

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*How to Overcome Stress, Overload, and
Burnout and Revitalize Your Career*

*How To Professionally Deal With Your
Bad Boss: How To Deal With A Toxic
Boss*

Surviving A Tyrant Boss At Work

*The Encyclopedia of Work-Related
Illnesses, Injuries, and Health Issues*

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Transform Your Stories

**Do you work for a toxic Boss?
Built on research from the Center
for Creative Leadership(R) Toxic
Boss Project and written with a
blend of humor as well as
serious tips, this Guide identifies**

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**the six most common types of
toxic bosses, describes the
mindset you need to endure, and
outlines a tactic-rich approach
based on wilderness survival
principles**

Offers accounts of workers in

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emotionally unhealthy work environments and how they coped with the situation or left it behind, with practical advice for readers who find themselves in toxic workplaces.

Great teams are built and

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maintained with great intention, though they can make it look deceptively easy. Too many teams engage in dysfunctional behaviors or fall into territorialism, apathy, and unproductive relationships. The

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**result? An overwhelmed,
unengaged, and stressed-out
workforce that settles for
average or poor performance.
Here, four authors with a
combined century of
management experience show**

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**readers how every team can be
extraordinary. The authors
introduce their field-tested
Loyalist Team 3D assessment
that allows anyone to get to the
heart of why teams break down,
identify the weaknesses in their**

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own team, and build a Loyalist Team. This kind of team has members who ensure each other's success as they work to ensure their own, operate with absolute candor, and value loyalty and authenticity to deliver

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results, create a healthy work environment, and help companies succeed. The Loyalist Team is a must-read for anyone who wants their team to achieve extraordinary results.

Are you a Sensitive Striver?

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Learn how to get out of your own way and rediscover your sensitivity as a superpower. ____
Highly sensitive and high performing? ____
Need time to think through decisions before you act? ____
Judge yourself

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**harshly when you make
mistakes? ____ Take feedback
and criticism personally? ____
Find it difficult to set
boundaries? It's time to Trust
Yourself. Being highly attuned to
your emotions, your**

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environment, and the behavior of others can be the keys to success, but they can also lead to overthinking everything and burnout. Human behavior expert and executive coach Melody Wilding, LMSW has spent the

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**past ten years working with
Sensitive Strivers like you. In this
groundbreaking book, she draws
on decades of research and
client work to examine the
intersection of sensitivity and
achievement in the workplace**

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and offer neuroscience-based strategies you can use to reclaim control of your life and reach your full potential. Trust Yourself offers concrete steps to help you break free from stress, perfectionism, and self-doubt so

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you can find the confidence to work and lead effectively. You will learn how to:

- **Achieve confidence and overcome imposter syndrome.**
- **Find your voice to speak and act with assertiveness.**
- **Build resilience**

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and bounce back from setbacks.

- **Enjoy your success without sacrificing your well-being. If you're an empathetic, driven person trying to navigate your career and learn how to believe in yourself in the process, Trust**

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Youself offers the mindset and tools to set you on the path to personal and professional fulfillment. The perfect book for:

- Those who identify as highly sensitive**
- Anyone who overthinks or struggles with**

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work stress and burnout

• Corporate professionals of all levels • Managers, leaders, and executives • Life, career, and leadership coaches

Powerful Phrases for Dealing with Difficult People

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**Why Work Drains Us and How to
Build Better Lives**

**The Complete Idiot's Guide to
Overcoming Procrastination**

The Toxic Boss Survival Guide

**Tactics for Navigating the
Wilderness at Work**

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**Ways To Work For A Tyrant
The Vibrant Workplace
Managing Toxic Personalities
and Their Systems of Power**

*"This book is a contemporary
classic—a shrewd and spirited
guide to protecting ourselves from*

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the jerks, bullies, tyrants, and trolls who seek to demean. We desperately need this antidote to the a-holes in our midst.”—Daniel H. Pink, best-selling author of To Sell Is Human and Drive How to avoid, outwit, and disarm

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assholes, from the author of the classic The No Asshole Rule As entertaining as it is useful, The Asshole Survival Guide delivers a cogent and methodical game plan for anybody who feels plagued by assholes. Sutton starts with

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diagnosis—what kind of asshole problem, exactly, are you dealing with? From there, he provides field-tested, evidence-based, and often surprising strategies for dealing with assholes—avoiding them, outwitting them, disarming them,

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sending them packing, and developing protective psychological armor. Sutton even teaches readers how to look inward to stifle their own inner jackass. Ultimately, this survival guide is about developing an

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outlook and personal plan that will help you preserve the sanity in your work life, and rescue all those perfectly good days from being ruined by some jerk. "Thought-provoking and often hilarious . . . An indispensable

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resource.”—Gretchen Rubin, best-selling author of *The Happiness Project* and *Better Than Before* “At last . . . clear steps for rejecting, deflecting, and deflating the jerks who blight our lives . . . Useful, evidence-based, and fun to

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read.”—Robert Cialdini, best-selling author of Influence and Pre-Suasion

Offers advice on how to deconstruct unproductive work habits, improve time management, and increase

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productivity at work and at home.

*BONUS: This edition contains an
excerpt from Dr. Susan Forward's
Men Who Hate Women and the
Women Who Love Them. When
you were a child... Did your
parents tell you were bad or*

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worthless? Did your parents use physical pain to discipline you? Did you have to take care of your parents because of their problems? Were you frightened of your parents? Did your parents do anything to you that had to be

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kept secret? Now that you are an adult... Do your parents still treat you as if you were a child? Do you have intense emotional or physical reactions after spending time with your parents? Do your parents control you with threats or guilt?

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Do they manipulate you with money? Do you feel that no matter what you do, it's never good enough for your parents? In this remarkable self-help guide, Dr. Susan Forward drawn on case histories and the real-life voices of

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adult children of toxic parents to help you free yourself from the frustrating patterns of your relationship with your parents -- and discover an exciting new world of self-confidence, inner strength, and emotional

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independence.
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*From the powerhouse author of
The Memo, the essential self-help
book for women of color to
heal—and thrive—in the workplace
In workplaces nationwide, women
of color need frank talk and honest*

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*advice on how to deal with
microaggressions, heal from
racialized trauma, and find relief
from invisible workplace burdens.
Filled with Minda Harts's signature
wit and warmth, Right Within
offers strategies for women of*

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color to speak up during racialized moments with managers and clients, work through past triggers they may not even know still cause pain, and reframe past career disappointments as opportunities to grow into a new

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path. Through action points, exercises, and clear-eyed coaching, Harts encourages women to summon hidden reserves of strength and courage. She includes advice from therapists and faith leaders of

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*color on a full range of ways to
heal. Right Within will help women
of color strengthen their resolve
across corporate America,
ensuring that we can all, finally,
rise together.*

Tangling with Tyrants

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*Am I The Only Sane One Working
Here?: 101 Solutions for Surviving
Office Insanity
Trust Yourself
Overcoming the Obstacles to
Building a Culture of Appreciation
Taking Care of Yourself in an*

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*Unhealthy Environment
Emotional Intelligence 2.0*

Toxic Coworkers

***Begin your day the right way
with this blueprint for
maximizing productivity,
perfecting your schedule, and***

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*making more time to enjoy life.
The 5 A.M. Miracle is a
resource guide for high-
achievers. It provides a seven-
step blueprint for anyone
looking for a structured system
that will hone their passions,*

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***clarify their big goals, and
produce real, amazing results.
Productivity coach Jeff Sanders
is a big fan of early mornings.
But his blueprint is about
more than just waking up
early. It's about intentionality.***

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***In The 5 AM Miracle, Jeff
breaks down an easy-to-follow
system of healthy habits, daily
routines, and productivity
strategies. It's more actionable
content than you could
possibly imagine. He then***

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summarizes this multitude of ideas into a clear, thirty-day action plan.

Praise for Toxic Workplace!

"Toxic Workplace! describes how to identify and best work with toxic personalities. It also

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***provides a systemic approach
for creating a culture that's
positive and respectful while
improving the bottom line.
Kusy and Holloway share how
their national research
translates into real-world***

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practices in organizations. I endorse their practical, concrete approaches that will make a significant difference in organizations today and in the future." —Gregg Steinhafel, president and CEO,

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***Target Corporation "Toxic
Workplace! brings a rare and
valuable view of one of the
great challenges facing leaders
in today's organizations. It is a
significant guidebook to the
healthy enterprise of the***

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***future, not only because of
Kusy and Holloway's systems
approach to dealing with toxic
personalities, but also their
unique practice of creating
communities of respectful
engagement. This book***

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demonstrates how this impacts both organizational social responsibility and the bottom line." —Frances Hesselbein, former CEO of the Girl Scouts of the U.S.A.; founding president and chairman of

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***Leader to Leader Institute,
formerly The Peter F. Drucker
Foundation for Nonprofit
Management "Transforming
the culture to support the
strategy and mission is the real
stuff of leadership. Toxic***

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Workplace! gives you the research-based tools to identify and deal with the 'dark side' of this important dynamic. Read it and you will engage your organization in new, more authentic, and

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effective ways!" –Kevin

**Cashman, author, Leadership
from the Inside Out and senior
partner, Korn/Ferry Leadership
& Talent Consulting**

**Do you dread going to work
because of your boss? Quitting**

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Your Career

***is not always an option and
feel like a victim of a bad boss
only robs you of productivity,
job satisfaction, and ultimately
power. Career strategist and
workplace guru, the author has
spent years coaching weary***

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Your Career

***employees how to be more
effective with difficult bosses,
and he has compiled his
experiences into this
indispensable guide. This book
offers practical techniques
that show you how to build a***

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Your Career

***communication process that
will turn things around to help
you build successful outcomes.
You'll get guidance on
addressing direct and indirect
bad boss behaviors, developing
the right approach, and***

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***achieving mutually beneficial
outcomes. By applying the
techniques in this book, you
will be equipped with the right
tools to handle your boss and
create the results you want.
This is a must-read book that***

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***can help you improve your
relationship with your boss,
reduce your work stress, and
bring enjoyment back to your
work. -Effective
Communication Improving
relations with your boss starts***

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with effective communication. This book offers practical techniques that show you how to improve communication at work and build a successful relationship with your boss. By applying the techniques in this

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***book, you will be equipped
with the right tools to
overcome the challenges with
your manager and generate
the results you want. -Behavior
Management Workplace
bullying and passive-***

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aggressive behavior can lead to work stress and a toxic workplace environment. This book shows you how to build better relationships with toxic bosses, toxic leaders, micro-managers, workplace bullies,

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*and other tyrants in the
workplace.*

*Whether you're facing the
glass ceiling, a toxic work
environment, or anything in
between, limit-breaking female
founder Heather Monahan's*

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***3-Step BAK process will help
you evaluate and eliminate any
outside or self-defeating
blockers between where you
are now and where you deserve
to be. If you've ever felt alone,
down, defeated, or***

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discouraged—this book's for you. If you've ever been unsure of your next move or felt your confidence slip just when you needed it the most—this book is definitely for you. Author and entrepreneur Heather

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***Monahan will help you learn
the easy but remarkable steps
you can take to overcome the
negative people and other
challenges we all encounter at
work and at home, find real
and lasting happiness, and***

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***achieve the success you
deserve in your career and in
your personal life. Growing up
in poverty, Heather
leapfrogged the tremendous
obstacles in her life to reach
the pinnacle of success in***

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***business—only to lose it all
when she was fired by the
villain who was her new boss.
She has seen the worst of the
worst when it comes to the
destruction a toxic workplace
can have on someone's***

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***perception of themselves and
their outlook for the future. In
these pages, she lights the
beacon on your path towards
stepping into and then
stomping out your fear to
reach your full***

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*potential—regardless of the
level of trauma you've
experienced or are currently
experiencing in your
workplace. Overcome Your
Villains will help you learn:
Heather's 3-Step BAK process*

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Your Career

***to evaluate your situation and
identify a clear path forward.
How to deal with (or overcome)
a toxic environment, whether
that be at work, at home, or in
your own head. All the options
you have to reach your full***

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potential, and how to
Your Career
immediately start pursuing

them.

Mean Girls at Work: How to
Stay Professional When Things
Get Personal
Surviving Toxic Leadership

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with Gratefulness
Your Career
A Practical Guide to Building
Better Relationships with
Yourself and Others
The Everything Guide to
Coping with Perfectionism

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The 5 A.M. Miracle
Your Career
The Loyalist Team

Everyone is burned out,
but no one knows what
that means -- Burnout :
the first 2,000 years --
The burnout spectrum --

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How jobs have gotten
worse in the age of
burnout -- Work saints
and work martyrs : the
problem with our ideals
-- We can have it all :
a new vision of the good

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life -- How benedictines
tame the demons of work
-- Varieties of anti-
burnout experience --
Conclusion :
nonessential work in a
post-pandemic world.

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From the creator of the
popular website Ask a
Manager and New York's
work-advice columnist
comes a witty, practical
guide to 200 difficult
professional

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conversations—featuring
all-new advice! There's
a reason Alison Green
has been called “the
Dear Abby of the work
world.” Ten years as a
workplace-advice

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columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this

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incredibly helpful book,
Your Career
she tackles the tough
discussions you may need
to have during your
career. You'll learn
what to say when •
coworkers push their

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work on you—then take
credit for it • you
accidentally trash-talk
someone in an email then
hit “reply all” • you’re
being micromanaged—or
not being managed at all

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- you catch a colleague in a lie
- your boss seems unhappy with your work
- your cubemate's loud speakerphone is making you homicidal
- you got drunk at the

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holiday party Praise for
Ask a Manager "A must-
read for anyone who
works . . . [Alison
Green's] advice boils
down to the idea that
you should be

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professional (even when
others are not) and that
communicating in a
straightforward manner
with candor and kindness
will get you far, no
matter where you

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work.”—Booklist (starred review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships

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in all areas of readers'
lives. Ideal for anyone
new to the job market or
new to management, or
anyone hoping to improve
their work
experience.”—Library

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Journal (starred review)

"I am a huge fan of
Alison Green's Ask a
Manager column. This
book is even better. It
teaches us how to deal
with many of the most

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vexing big and little
problems in our
workplaces—and to do so
with grace, confidence,
and a sense of
humor.”—Robert Sutton,
Stanford professor and

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author of The No Asshole
Your Career
Rule and The Asshole
Survival Guide "Ask a
Manager is the ultimate
playbook for navigating
the traditional
workforce in a

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diplomatic but firm
way.”—Erin Lowry, author
of *Broke Millennial:
Stop Scraping By and Get
Your Financial Life
Together*
2009 Winner Readers

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Favorite Book Award 2010

Winner Rebecca's Reads

Literary Award 2010

Winner Reader Views

Literary Award 2010

Winner Axiom Business

Book Award "Tony

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Deblauwe's approach to
dealing with an
abrasive, domineering
boss is both insightful
and inspired." -LAURA
CRASHAW, author of
Taming The Abrasive

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Manager "Tangling with
Tyrants offers hope and
alternatives for people
who may think quitting
is the only option for
dealing with a bad
boss." - FOREWORD

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MAGAZINE "This book is a
terrific and practical
guide to dealing with
bosses, and demonstrates
a remarkable talent by
Deblauwe to understand
where key elements of

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power are focused in the
workplace." -

BOOKREVIEW.COM "Tangling
with Tyrants identifies
and explains
dysfunctional
relationship roles, what

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behaviors will adversely
affect an employee, and
actually changing the
relationship dynamics
with enduring,
practical, applicable
solutions." - MIDWEST

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BOOK REVIEW BOOK SUMMARY

Do you dread going to work because of your boss? Quitting isn't always an option and feeling like a victim of a bad boss only robs you

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Your Career.

of productivity, job
satisfaction, and power.

Career strategist and
workplace expert Tony
Deblauwe has spent years
coaching employees how
to be more effective

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with difficult bosses,
and he has compiled his
experiences into this
indispensable guide.

Tangling with Tyrants:
Managing the Balance of
Power at Work offers

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practical techniques
that show you how to
build a communication
process that will turn
things around and help
you build successful
outcomes. You'll get

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guidance on addressing
direct and indirect bad
boss behaviors,
developing the right
approach, and achieving
mutually beneficial
outcomes. By applying

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the techniques in this
book, you will be
equipped with the right
tools to handle your
boss and create the
results you want.
A practical and

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**hilarious guide to
getting difficult people
off your back, for
anyone pulling their
hair out over an
irritating colleague
who's not technically**

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breaking any rules From
open floor plans and
Zoom calls to Slack
channels, the workplace
has changed a lot over
the years. But there's
one thing that never

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changes: you'll always
encounter jerks. Jerks
at Work is the
definitive guide to
dealing with—and
ultimately breaking free
from—the overbearing

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bosses, irritating
coworkers, and all-
around difficult people
who make work and life
miserable. Social
psychologist Tessa West
has spent years

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leveraging science to
help people solve
interpersonal conflicts
in the workplace. What
she discovered is that
most of our go-to
tactics don't work

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because they fail to
address the specific
motivations that drive
bad behavior. In this
book, she takes you on a
rollicking deep dive of
the seven jerks you're

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most likely to encounter
at the office, drawing
on decades of original
research to expose their
inner workings and weak
points—and ultimately
deliver an effective

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game plan for stopping
each type before they
take you down with them.
Jerks at Work is packed
with everyday examples
and clever strategies,
such as how to: • Stop a

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Bulldozer from gaining
influence by making sure
they're not the first to
speak up in meetings •
Report a Kiss Up/Kick
Downer to a manager who
idolizes them without

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looking like the bad guy

- Protect your high-achieving team from Free Riders without stifling collaboration
- Use a Gaslighter's tactics to beat them at their own

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game For anyone who's
said "I can't stand that
jerk!" more times than
they'd like to admit,
Jerks at Work is the
ultimate playbook you
wish you didn't need but

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will always turn to.

Your Career
The End of Burnout

A Manifesto for the
Workplace

Dominate Your Day Before
Breakfast

Managing the Balance of

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Power at Work

Stop Toxic Bosses Before

They Stop You: Handle

Toxic Leaders

How to Navigate Clueless

Colleagues, Lunch-

Stealing Bosses, and the

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**Rest of Your Life at
Your Career
Work**

**Toxic Coworkers and What
to Do About Them
Presents a step-by-step
guide for increasing
emotional intelligence**

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**through four core
principles: self-awareness,
self-management, social
awareness, and relationship
management.**

**You are trying to get
through a bad day at the**

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**office? Sounds like you may
be dealing with a toxic
work environment. Do you
know: negativity at work
can have serious
consequences for your
health and personal life. If**

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**you think that you face a
toxic environment, you
need to come up with
permanent solutions to
make your office a better
place to work before it
destroys you. To create a**

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**more positive outcome for
you and your workplace, try
these tips in this book to
reverse a toxic work
environment.**

**The key to a harmonious,
highly effective work**

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**environment is not by
ensuring you work among
carbon-copies of yourself
whose personalities never
clash with one another or
with you. That pipe dream
could not ever happen, nor**

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**would it result in a
successful team
collaboration even if it
could. Instead, most of us
are going to work today
with individuals who at
times come across as**

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incompetent, lazy, spotlight-hugging, whiny, or backstabbing. And then tomorrow we go to work with them again . . . and again . . . and again. Like it or not, the bulk of our

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**waking hours are spent
with people at work--people
who can grate on our
nerves. Therefore, learning
to interact effectively with
difficult employees,
colleagues, and bosses is**

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**an absolute essential for
our success. With Powerful
Phrases for Dealing with
Difficult People, anyone can
learn how to confront head-
on the difficult situations
that can arise when dealing**

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with these personalities, before they fester and spread. Helpful features inside this practical and easy-to-use book include: • Thirty common personality traits, behaviors, and

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**workplace scenarios along
with the phrases that work
best with each • Nonverbal
communication skills to
back up your words •
Sample dialogues that
demonstrate how phrasing**

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**improves interactions • A
five-step process for
moving from conflict to
resolution • “Why This
Works” sections that
provide detailed
explanations**Button-

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**pushing situations are
going to come up today at
work--and tomorrow too.
Don't let them rent space
inside of you and turning
everything to mold.
Instead, choose to deploy**

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**simple phrases to regain
control and resolve
conflicts. When you do,
you, your colleagues, and
your company will be all
the better for it!**

A guide to leaving painful,

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**destructive relationships
behind—both at home and
at work Toxic relationships
often come disguised as
seemingly normal ones.
These subtly destructive
relationships are**

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characterized by the slow erosion of self-esteem, a loss of personal identity, or a growing desire to please friends, partners, and family members who are impossible to please. In this

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**uplifting and informative
book, transpersonal
psychotherapist Avril
Carruthers will take a close
look at adult relationships
to show why we get
involved in toxic**

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relationships in the first place, and instruct the reader on how to recognize if they're involved in one. Once the toxic relationship is identified, the author shows the reader how to

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**begin their journey toward
healing and how to meet
the world with a new kind
of confidence, so that the
cycle of toxic relationships
can be broken once and for
all. What Carruthers**

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**teaches is just how possible
it can be to learn how to
recognize the manipulative
or sweetly corrosive
partner, the family
dynamics that make
Christmas and other get-**

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**togethers seem like hell, or
the nightmare boss who
causes daily torment—and
that we can learn to leave
these painful, destructive
patterns behind forever.
Freedom from Toxic**

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Relationships

Overcoming Their Hurtful

Legacy and Reclaiming

Your Life

Toxic Work

How to Be Happy at Work

Overcome Your Toxic

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**Stories, Become a
Courageous and Confident
Leader, and Impact the
World
Overcome Your Villains
Overcoming the 9 Toxic
Thought Patterns that Get**

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**in the Way of a Loving
Relationship**

*Career strategist and
workplace guru Deblauwe
coaches weary employees
on how to be more effective
with difficult bosses. His*

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*practical techniques focus on
the communication process,
addressing direct and
indirect bad boss behaviors,
and achieving mutually
beneficial outcomes.*

The partisan divide in the

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United States has widened to a chasm. Legislators vote along party lines and rarely cross the aisle. Political polarization is personal, too—and it is making us miserable. Surveys show

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that Americans have become more fearful and hateful of supporters of the opposing political party and imagine that they hold much more extreme views than they actually do. We have

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cordoned ourselves off: we prefer to date and marry those with similar opinions and are less willing to spend time with people on the other side. How can we loosen the grip of this toxic

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*polarization and start
working on our most
pressing problems? The Way
Out offers an escape from
this morass. The social
psychologist Peter T.
Coleman explores how*

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*conflict resolution and
complexity science provide
guidance for dealing with
seemingly intractable
political differences.
Deploying the concept of
attractors in dynamical*

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systems, he explains why we are stuck in this rut as well as the unexpected ways that deeply rooted oppositions can and do change. Coleman meticulously details principles and practices for

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*navigating and healing the
difficult divides in our
homes, workplaces, and
communities, blending
compelling personal
accounts from his years of
working on entrenched*

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*conflicts with lessons from
leading-edge research. The
Way Out is a vital and timely
guide to breaking free from
the cycle of mutual
contempt in order to better
our lives, relationships, and*

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country.

*Do you think you are in a
relationship with a narcissist,
but you are not sure? Do you
know a codependent person
and you want to help him or
her? If you want to know all*

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*about narcissism and
codependency and how to
handle such a relationship,
then you should continue
reading. This book contains
all the explanations and
information you can ever*

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need about narcissism and codependency. You will get to know the narcissist and the codependent person, who they are, what is their typical behavior, what are their positive and negative

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sides. You will learn how to cope with a narcissist in a relationship. You will learn different strategies that you can apply when you are trying to escape the negative influence of a

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*narcissist. You will also learn
how to change your behavior
for the better using some
simple techniques that
anyone can apply. Have you
ever wondered why some
people succeed in life*

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without apparently doing anything much? It is because they are the masters of relationship techniques. A relationship built on trust and faith will last long and is strong. It takes time and

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*effort to build it and those
who have done so live
peacefully and happily with
their partner. If you are
looking for these answers...
than keep reading. Toxic
Relationship is a couple's*

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To Overcome Stress Overload
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Your Career

*Guide to defeating the main
enemies of a healthy
Relationship. This book
includes: 1.Narcissism and
Codependency In this book,
you will find: Information
about characteristic*

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*behaviors of narcissistic and
codependent persons How
each of them behaves in a
relationship How to cope
with a narcissist in a
relationship Strategies that
will help you set boundaries*

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*Steps that you will take to
become less dependent on
others and gain your
independence Stages of your
healing process 2. Overcome
Relationship Jealousy. In this
book you will learn about*

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relationships and the most important things that help a relationship grow. Learn about jealousy and betrayal, the most poisonous elements that are present all around us in society. Your

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partner could be hiding things from you. If one doesn't take the right steps, the relationship they are in will fail. This book also tells you how to deal with betrayal and jealousy and

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recover after going through the worst things that could happen in a relationship. It is possible to have a life without all the negativity that haunt us each day, you just need to learn how.

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It happens all the time: a leader reads a book or goes to a conference and learns great new ideas for their organization. But when they try to implement changes, nothing budges. Why? It s

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*because work cultures are
deeply rooted. Paul White
knows this, and it s why he
wrote The Vibrant Workplace
to give workplace leaders a
thorough understanding of
the most common obstacles*

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to change, plus the skills to overcome them. Pairing real-life examples with professional advice and research, White offers a guide to uprooting negativity and cultivating authentic

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*appreciation and resiliency
in the workplace. Any
workplace can be healthy. It
just takes knowledge of the
issues and skills to navigate
them, which is exactly what
this book provides. Readers*

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*will be equipped to
successfully overhaul their
workplace environment and
infuse it with authentic
appreciation. "*

*Overcome Toxic Workplace
How to Deal with People Who*

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Treat You Like Dirt

This Book Includes

Narcissism and

Codependency + Overcome

Relationship Jealousy. A

Couple's Guide to Defeating

the Main Enemies of a

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Healthy Relationship.

*How to Heal from Racial
Trauma in the Workplace
The Fix*

*The Power of Purpose, Hope,
and Friendship*

Over 325 Ready-to-Use

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*Words and Phrases for
Working with Challenging
Personalities*

*"... the most comprehensive guide I
have ever read for solving any
conceivable trying scenario!" --Julie
Jansen, bestselling author of You*

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*Want Me to Work with Who? and I
Don't Know What I Want, but I Know
It's Not This You can't stop office
madness, but you can stop the
madness from getting to you. Gossipy
coworkers, unmanageable managers,
and cranky clients have got you*

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*pulling your hair out and gnawing
your nails down to nubs. From
teammates who drop the ball on
deadlines to corporate bullies who try
to run your show, your work
environment can be lethal to your
health and your career. Change Your*

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Reaction, Not Their Actions When things get crazy, you may not be able to control how others behave, but you can change how you respond. Al Bernstein shows you how understand the situation, how to keep the craziness from bothering you, how to

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keep things from getting worse, and how you can make them better.

*Problems/solutions discussed inside:
Coworkers who don't like you? Feed them! Hidden agendas? Unleash the power of "cc:" mail! Unpleasant supervisors? Tell them only what they*

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*want to hear! Office gossip? Dish out
positive gossip about other people!*

*Lying coworkers? Buy into their lies
and watch what happens! And ninety-
five more!*

*In the vein of #Girlboss and Nice
Girls Don't Get the Corner Office,*

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*discover how to thrive at work from
the head of the Global Innovation
Coalition for Change at UN Women
with this “passionate, practical
roadmap for addressing inequality
and finally making our workplaces
work for women” (Arianna*

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Huffington). For years, we've been telling women that in order to succeed at work, they have to change themselves first—lean in, negotiate like a man, don't act too nice or you'll never get the corner office. But after sixteen years working with major

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Fortune 500 companies as a gender equality expert, Michelle King has realized one simple truth—the tired advice of fixing women doesn't fix anything. The truth is that workplaces are gendered; they were designed by men for men. Because of this, most

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*organizations unconsciously carry the
idea of an “ideal worker,” typically a
straight, white man who doesn’t have
to juggle work and family
commitments. Based on King’s
research and exclusive interviews with
major companies and thought leaders,*

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The Fix reveals why denying the fact that women are held back just because they are women—what she calls gender denial—is the biggest obstacle holding women back at work and outlines the hidden sexism and invisible barriers women encounter at work every day.

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Women who speak up are seen as pushy. Women who ask for a raise are seen as difficult. Women who spend hours networking don't get the same career benefits as men do. Because women don't look like the ideal worker and can't behave like the ideal

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worker, they are passed over for promotions, paid less, and pushed out of the workforce, not because they aren't good enough, but because they aren't men. In this fascinating and empowering book, King outlines the invisible barriers that hold women

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back at all stages of their careers, and provides readers with a clear set of takeaways to thrive despite the sexist workplace, as they fight for change from within. Gender equality is not about women, and it is not about men—it is about making workplaces

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work for everyone. Together, we can fix work, not women.

Are you ready to lead? Have you ever felt that nagging voice in the back of your mind saying, "You're not cut out for this," or "Who are you to lead a team?" Many women struggle with

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stepping into a leadership role. Fear, doubt, and worry creeps in and takes control. Leading them to second-guess themselves and not step fully into their role. What if you could experience more confidence and courage to lead your team and get better results?If

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*you're ready to overcome your own
toxic stories and create the impact you
wish to have in the world, then
Transform Your Stories is for you! In
this book, you'll learn how to: -
Understand what toxic stories are and
uncover yours, - Discover the role*

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stories play in your journey, - Identify your stories and how they're holding you back, - Navigate your stories and avoid creating new ones, and- Overcome and transform your toxic stories."The book that'll give you a kick in the pants and then invite you

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to stay for a cozy, heart-felt dinner.

Part encouragement, part study session, with a big splash of deep dive journaling, Ashley will help you dig out the toxic stories you didn't know you had and convince you that you're an awesome leader just waiting to be

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unearthed." - *Brogan Micallef,*
Your Career
Content Creator and Strategist

Find your perfect balance!

*Perfectionism is an admirable quality,
right? After all, what's wrong with
working hard to reach lofty goals?
But sometimes perfectionism can go*

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too far--well beyond pulling extra hours at work to beat a deadline or cleaning the house until it shines. Toxic perfectionism can result in obsessive behavior, damaged self-esteem, depression, and even physical ailments. In The Everything Guide to

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Coping with Perfectionism, you'll find tips and techniques to help you recognize symptoms of toxic perfectionism and learn how to introduce flexibility and balance into your life. This easy-to-use guide includes information on: The

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*surprising link between perfectionism
and procrastination Eating disorders
and the role perfectionism plays in
their development The relationship
between obsessive behavior and
anxiety How toxic perfectionism
manifests in children In addition,*

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you'll learn that you don't necessarily need to "fix" perfectionism--you can mold perfectionist behavior into healthy habits and harness your high ambitions to create achievable and positive goals.

Overcoming Toxic Emotions

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Toxic Relationship

*Moving On from the Family, Work,
and Relationship Issues That Bring
You Down*

Mastering Civility

Toxic Workplace!

Overcome the Invisible Barriers That

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Are Holding Women Back at Work
Your Career