



## Recommended Reading

- **On networking:**
  1. Dig Your Well Before You Are Thirsty by Harvey Mackay.
  2. Make Your Contacts Count by Anne Baber and Lynne Waymon.
  3. Never Eat Alone by Keith Ferrazzi.
  4. Jeffrey Gitomer's Little Black Book of Connections.
  
- **On your first 100 days in a new job.** Three excellent books that will help you get off to a good start in any new assignment:
  1. You're In Charge...Now What? by Thomas Neff and James Citrin.
  2. The New Leader's 100 Day Action Plan by Bradt, Check and Pedraza.
  3. The First 90 Days by Michael Watkins.
  
- **On leadership:**
  1. On Becoming A Leader by Warren Bennis.
  2. Leadership Jazz by Max DePree.
  3. The Situational Leader by Dr. Paul Hersey.
  4. First, Break All The Rules by Marcus Buckingham and Curt Coffman. What the world's greatest managers do differently based upon in-depth interviews of over 80,000 managers.
  
- **Time management:**

First Things First by Steven Covey.
  
- **One of my all time favorites:**

Good To Great by Jim Collins. It is about what makes great companies great based upon some pretty good data versus opinion.