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December 2022

Resources @ EJP

Leadership Reading List

EJP members recommend the following books for those interested in exploring ideas about leadership and developing their own leadership skills.

- Block, P. (2003). *The Answer to How is Yes: Acting on What Matters*. Berrett-Koehler Publishers.

This book discusses the need to move away from “how-to” practices of trying to complete tasks expediently and instead focus on creating meaningful life experiences.

- Buckingham, M., & Coffman, C. (2014). *First, Break All the Rules: What the World's Greatest Managers Do Differently*. Simon and Schuster.

This book discusses the necessity of good management in maintaining successful work environments, utilizing Gallup polls as quantitative support.

- Connors, R., Smith, T., & Hickman, C. (1998). *The Oz Principle: Getting Results through Individual and Organizational Accountability*. Penguin.

This book explains how a degree of personal ownership and responsibility for a company's goals helps to foster the most successful work environments.

- Gleit, J. K. (2013). *Manage Your Day-to-Day: Build Your Routine, Find Your Focus, and Sharpen Your Creative Mind*. Amazon Publishing.

This book utilizes twenty expert accounts on how to maintain better work-life balance and succeed in the busy modern-day workplace.

- Green, A., & Hauser, J. (2012). *Managing to Change the World: The Nonprofit Manager's Guide to Getting Results*. John Wiley & Sons.

This book offers insight on how to best manage non-profits and maintain positive, sustained results.

- Heifetz, R. A., Heifetz, R., Grashow, A., & Linsky, M. (2009). *The Practice of Adaptive Leadership: Tools and Tactics for Changing Your Organization and the World*. Harvard Business Press.

This book explores ways in which to develop skills in adaptive leadership through examples, activities, and diagrams.

- Lencioni, P. M. (2004). *Death by Meeting: A Leadership Fable... about Solving the Most Painful Problem in Business*. John Wiley & Sons.

Lencioni discusses the blight of bad meetings in an organization and how “eliminating waste”, annoyance, and frustration helps drive employee productivity and satisfaction.

- Lencioni, P. M. (2012). *The Advantage: Why Organizational Health Trumps Everything Else in Business*. John Wiley & Sons.

Lencioni explains how organizational cohesion and health is vital to maintaining a successful company, and how to go about making organizational health part of a company’s culture.

- Lencioni, P. M. (2012). *The Five Dysfunctions of a Team: Team Assessment*. John Wiley & Sons.

These 38-item, facilitator-led handouts help work teams analyze their weaknesses in a collaborative and participatory manner.

- Madson, P. R. (2010). *Improv Wisdom: Don't Prepare, Just Show Up*. Harmony.

Madson discusses thirteen strategies for living a more ‘improved’ life to help people be happier and more flexible.

- McChesney, C., Covey, S., & Huling, J. (2015). *The 4 Disciplines of Execution: Achieving Your Wildly Important Goals*. Simon and Schuster

This book explores four disciplines of prioritization – “Focus on the Wildly Important; Act on Lead Measures; Keep a Compelling Scoreboard; Create a Cadence of Accountability” – that allow for leaders to achieve organizational goals.

- Newport, C. (2016). *Deep Work: Rules for Focused Success in a Distracted World*. Hachette UK.

Newport highlights the value of deep work, or the ability to focus on a difficult task without being distracted, in workplace success and how readers can work to develop this skill.

- Rath, T., & Conchie, B. (2008). *Strengths Based Leadership: Great Leaders, Teams, and Why People Follow*. Simon and Schuster.

Rath and Conchie provide a guide on what makes effective leadership and how individuals can utilize their individual and specific strengths to be the best leaders possible.

- Reynolds, G. (2011). *PresentationZen: Simple Ideas on Presentation Design and Delivery*. New Riders.

Reynolds discusses ways to create more engaging presentations to better capture the attention of an audience.

- Ruiz, D. M., & Mills, J. (2018). *The Four Agreements: A Practical Guide to Personal Freedom (A Toltec Wisdom Book)*. Amber-Allen Publishing.

Ruiz uses his background as a shamanic teacher and healer to articulate four ways of living better through an indigenous lens.

- Schwartz, T., Gerzon, M., Weeks, H., & Gallo, A. (2018). *Dealing with Difficult People (HBR Emotional Intelligence Series)*. Harvard Business Press.

This book explains discusses how emotional intelligence and empathy for difficult coworkers creates more productive workspaces.

- Simon, S. B., Howe, L. W., & Kirschenbaum, H. (2009). *Values Clarification*. Grand Central Publishing.

This workbook has exercises that allows readers to better uncover and articulate their values, priorities, and skillsets.

- Tracy, B. (2017). *Eat that Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*. Berrett-Koehler Publishers

Tracy explores how to best organize one's day to maximize efficiency and overcome difficult (but important) tasks..

- van Dernoot Lipsky, L. (2009). *Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others*. Berrett-Koehler Publishers.

Using her background as a trauma worker, van Dernoot discusses how caregivers can utilize conscious practices to maintain their own health and wellbeing.

- Williams, R. (2017). *The Non-Designer's Presentation Book: Principles for Effective Presentation Design*. Peachpit Press.

Williams explores how the everyday person can create effective and meaningful designs for any situation.