its always personal navigating emotion in the new workplace anne kreamer

It's Always Personal - Navigating Emotion in the New Workplace

An innovative study of gender, emotion, and power, It's Always Personal is an essential companion for everyone navigating the challenges of the contemporary workplace. How often have we heard “It's nothing against you, it's not personal—it’s just business”? But in fact, at work it’s never just business—it’s always personal. In this groundbreaking book, journalist and former corporate executive Anne Kreamer shows us how to get rational about our emotions, and provides the necessary new tools to flourish in an emotionally charged workplace. Combining the latest information on the intricacies of the human brain, candid stories from employees, and the surprising results of two national surveys, It's Always Personal offers • a step-by-step guide for identifying your emotional type: Spouter, Accepter, Believer, or Solver • Emotion Management Toolkits that outline strategies to cope with specific emotionally challenging situations • vital facts that will help you understand—and handle—the six main emotional flashpoints: anger, fear, anxiety, empathy, joy, and crying • an exploration of how men and women deal with emotions differently "A stimulating read bolstered by snippets of some of the best recent work on emotional intelligence and the science of happiness."—The Wall Street Journal "So what should be the rules and boundaries for showing how you feel while you work? That's a question asked and answered in Anne Kreamer’s fascinating book . . . [a] look at an issue that rarely gets discussed."—The Washington Post “Finally, someone is willing to unpack the morass of anger, anxiety, sadness, and joy that drives the workday . . . [Kreamer] has hit the 'It's about time!' button."—Elle "[A] lively, well-researched exploration of emotions on the job."—Oprah.com “Explores how to be true to your ‘emotional flashpoints—anger, fear, anxiety, empathy, happiness and crying’—without sabotaging your career.”—The New York Times Book Review

Risk/Reward - Why Intelligent Leaps and Daring Choices Are the Best Career Moves You Can Make

A persuasive and eye-opening look at the importance of embracing risk in our working lives—and how to use it to achieve lifelong career success Some of us relish the chance to fly without a net, others . . . not so much. But no matter how adventurous we might be in our personal lives, most of us are wary of allowing risk into our careers. With an economy in constant flux and a job market in which uncertainty is the only constant, stepping outside one’s comfort zone can feel dangerous. But as the findings of this eye-opening and urgent book attest, the avoidance of risk might pose the greatest danger of all to our career prospects. In Risk/Reward, trend-spotter and career guru Anne Kreamer makes the compelling case that embracing risk is essential to managing a twenty-first-century career. Risk-taking isn’t just for entrepreneurs, nor does it require working on a figurative tightrope. Rather, Kreamer says, conscious, consistent, and modest risk-taking can help us become more able to recognize opportunity when it appears, and more likely to seize the chance to make the right change at the right moment. Risk/Reward
presents a framework for making the most of today’s ever-evolving workplace and turning risk-taking into a daily practice. Using proprietary data from three national studies about the American worker, Kreamer explores the importance of career risk-taking through profiles of four Risk/Reward personality types: Pioneers, Thinkers, Defenders, and Drifters. She presents a Risk/Reward Matrix that anyone can use to identify his or her own innate risk threshold, and she identifies constructive ways to implement risk in everyday situations—from initiating an uncomfortable conversation with a boss to sharing out-of-the-box ideas with colleagues or constructively challenging long-held practices in an organization. Peppered throughout Risk/Reward are insights and hard-won wisdom from notable achievers such as bestselling author Anna Quindlen, journalist Jane Pauley, CNBC financial maven Jim Cramer, thought leader Po Bronson, and Facebook COO Sheryl Sandberg. Timely and insightful, Risk/Reward is a unique blend of practical and inspirational wisdom that even the most risk-averse person can harness on the path toward success and fulfillment. Praise for Anne Kreamer’s It’s Always Personal: Navigating Emotion in the New Workplace “A stimulating read bolstered by . . . some of the best recent work on emotional intelligence and the science of happiness.”—The Wall Street Journal “So what should be the rules and boundaries for showing how you feel while you work? That’s a question asked and answered in Anne Kreamer’s fascinating . . . look at an issue that rarely gets discussed.”—The Washington Post “Finally, someone is willing to unpack the morass of anger, anxiety, sadness, and joy that drives the workday. . . . [Kreamer] has hit the ‘It’s about time!’ button.”—Elle “[A] lively, well-researched exploration of emotions on the job.”—Oprah.com “Explores how to be true to your ‘emotional flashpoints—anger, fear, anxiety, empathy, happiness and crying’—without sabotaging your career.”—The New York Times Book Review

**Going Gray - What I Learned about Beauty, Sex, Work, Motherhood, Authenticity, and Everything Else That Really Matters**

Anne Kreamer considered herself a youthful 49 until a photo of herself with her teenage daughter stopped her in her tracks. In one unguarded moment she saw herself for what she really was -- a middle-aged woman with her hair dyed much too harshly. In that one moment Kreamer realized that she wasn't fooling anyone about her age and decided it was time to get real and embrace a more authentic life. She set out for herself a program to let her hair become its true color, and along the way discovered her true self. Going Gray is Kreamer's exploration of that experience, and a frank, warm and funny investigation of aging as a female obsession. Through interviews, field experiments, and her own everywoman's chronicle, Kreamer probes the issues behind two of the biggest fears aging women face: Can I be sexually attractive as a gray-haired, middle-aged woman? Will I be discriminated against in the work world? Her answers will surprise you. In searching for the balance between attractiveness and authenticity, Kreamer's journey of middle-aging illuminates in a friendly, useful, and entertaining way the politics and personal costs of this generation's definition of "aging gracefully".

**The Art and Science of Dealing with Difficult People**

In The Art and Science of Dealing with Difficult People, David Brown pinpoints the seven principles of relationship building that are crucial to creating a successful working environment.
Brown breaks down each principle by providing easy to understand instructions and universally applicable management skills. Brown’s philosophy is to approach workplace discord as a problem from both a managerial and lower level perspective. He offers advice on how to treat employees, while at the same time asking leaders to reflect and make self-adjustments which will facilitate a more efficient work space. Readers will gain a deeper understanding of how their employees view management personnel, what leadership skills are most effective, and how to ensure two-way communication. Using Brown’s tried and true tools, anyone can learn to focus on how to motivate, establish trust, and form a psychological contract. Numerous case studies throughout allow readers to observe the concrete application of Brown’s suggestions in real-life scenarios and complex situations, such as mergers and staff integration, information management, and more. In addition, The Art and Science of Dealing with Difficult People provides readers with skills drawn from an understanding of the basic fundamentals of human behavior.

**No Hard Feelings - The Secret Power of Embracing Emotions at Work**

Wall Street Journal Bestseller! Next Big Idea Club selection?chosen by Malcolm Gladwell, Susan Cain, Dan Pink, and Adam Grant as one of the "two most groundbreaking new nonfiction reads of the season!" “A must-read that topples the idea that emotions don't belong in the workplace.” --Susan Cain, author of Quiet A hilarious guide to effectively expressing your emotions at the office, finding fulfillment, and defining work-life balance on your own terms. How do you stop the office grouch from ruining your day? How do you enjoy a vacation without obsessing about the unanswered emails in your inbox? If you’re a boss, what should you do when your new, eager hire wants to follow you on Instagram? The modern workplace can be an emotional minefield, filled with confusing power structures and unwritten rules. We're expected to be authentic, but not too authentic. Professional, but not stiff. Friendly, but not an oversharer. Easier said than done! As both organizational consultants and regular people, we know what it's like to experience uncomfortable emotions at work - everything from mild jealousy and insecurity to panic and rage. Ignoring or suppressing what you feel hurts your health and productivity -- but so does letting your emotions run wild. Our goal in this book is to teach you how to figure out which emotions to toss, which to keep to yourself, and which to express in order to be both happier and more effective. We'll share some surprising new strategies, such as: * Be selectively vulnerable: Be honest about how you feel, but don't burden others with your deepest problems. * Remember that your feelings aren't facts: What we say isn't always what we mean. In times of conflict and miscommunication, try to talk about your emotions without getting emotional. * Be less passionate about your job: Taking a chill pill can actually make you healthier and more focused. Drawing on what we've learned from behavioral economics, psychology, and our own experiences at countless organizations, we'll show you how to bring your best self (and your whole self) to work every day.

**Nevertheless, She Persisted - True Stories of Women Leaders in Tech**

It is no secret that the technical world is a male-dominated space. From the cultural belief that Computer Science is a “subject for boys”, to the assumptions and discrimination women experience in the field, it can be challenging for women at every stage to thrive in tech careers.
Nevertheless, some high-performing women persist and succeed as leaders in tech despite the
gender biases pitted against them. Pratima Rao Gluckman—a female leader in tech
herself—embarked on a project to collect stories of the leadership journeys of such women. She
wanted to know the details of these women’s stories, and how they accomplished their
achievements. What influenced them during their childhoods? Who were their mentors? What
successes and failures did they experience? What magical ingredients helped them thrive in a
male-dominated industry? These questions and more inspired Gluckman to interview nineteen
women leaders in several levels of technology industry, including VPs, CEOs and directors, all
of which are collected in this groundbreaking book, Nevertheless, She Persisted. Whether you
are a young woman thinking of a career in software, a middle-career or executive woman, a
parent, or a man curious about the role gender plays in tech, this book reveals the secrets,
successes, and hidden struggles that women have endured to become both highly
accomplished in their technical skills and effective senior leaders in their organizations. Their
stories are illuminating, intended to inspire generations of women and help free our society from
the limiting belief that ability is somehow linked to gender.

Leading Through Language - Choosing Words That Influence and Inspire

Become a more effective leader—cut the jargon and say what you mean. Leveraging,
Strategizing. Opening the kimono. Unlocking human capital. Trying to nail that BHAG. All on a
go forward basis. These are only a few examples of the jargon-ridden language that is too often
the mainstay of business communication. Jargon frustrates, confuses, and generally alienates
listeners. Yet it's also everywhere, and using it can often seem like a mandatory requirement for
anyone who wants to establish credibility in a professional workplace. To be an effective leader,
you must be brave enough to be the first to drop jargon in favor of simple, coherent language.
This can be difficult if you've spent years immersed in business culture, but Leading Through
Language will show just how much you've come to rely on jargon, why it's holding you back, and
how to trim it away to more effectively convey information and ideas. Understand why jargon is
reviled, yet ubiquitous. Learn why “business speak” gets in the way of business. Discover what
type of language influences and inspires others. Convey ideas with clarity, energy, and
conviction. Approach all communication as an act of leadership. Communication often falls by the
wayside in favor of more measurable data-backed performance metrics; but good
communication has the power to improve metrics in every area of an organization. Leading
Through Language is the business world's much-needed guide to true leadership
communication, showing you how to eliminate idle talk and master compelling communication.

Brag! - The Art of Tooting Your Own Horn without Blowing It

It is well-documented that working hard isn't enough to keep your professional star rising: Self-
promotion is recognized as one of the most important attributes for getting ahead.

Am I Making Myself Clear? - Secrets of the World's Greatest
Communicators
In *Am I Making Myself Clear?*, business leader and author Terry Felber shares the secrets of the world's greatest communicators, equipping readers to do everything from participating in a meaningful conversation to successfully consummating a business discussion. Through ten essential skills, including such concepts as the Art of Unspoken Language, the Art of Encouragement, and the Art of Problem Solving, he shows readers how to achieve real communication. With its practical and easy-to-follow insights, *Am I Making Myself Clear?* is an invaluable resource for managers, couples, and parents seeking to improve their personal and professional relationships and chart a course for success. "Good communication is the foundation of all healthy relationships. *Am I Making Myself Clear?* examines this subject in a simple and articulate fashion. This in-depth study is important reading for everyone who wants to enrich their family, social, and business interactions." —Ron Puryear, Worldwide Group

"*Am I Making Myself Clear?* defines in a clear and concise way the elements that are key to successful communication. The illustrations and 'power points' in the text create an easy-to-read classic on this subject." —Bill Britt, Trinity Motivation

**Breaking Through Bias Second Edition - Communication Techniques for Women to Succeed at Work (Revised)**

Fully Revised Second Edition Since *Breaking Through Bias* was published in 2016, the #MeToo movement has exposed just how pervasive sexual harassment is in the workplace; the increase in public misogynistic comments has made clear that explicit gender bias is not a thing of the past; and stay-at-home orders and school closings due to Covid-19 have brought into even sharper focus the discriminatory impact of the unequal division of child care and household responsibilities between most couples. In this Second Edition of *Breaking Through Bias*, the authors, Kramer and Harris, explain how these recent developments fit into a larger pattern of implicit or unconscious gender bias that imposes serious obstacles to women's career advancement. They argue persuasively, however, that while this bias is the result of deeply rooted gender stereotypes, women can avoid or overcome its discriminatory consequences by the effective use of "attuned gender communication" to manage the impressions other people have of them. Kramer and Harris illustrate the use of attuned gender communication in each of the contexts in which gender bias manifests itself: negative bias (women are not as talented as men), benevolent bias (women need men's support), age bias (older women are not effective workers), motherhood bias (women with children are not committed to their careers), and self-limiting bias (women believing themselves not suited for particular roles). Drawing on decades of experience supervising, training, evaluating, mentoring, and sponsoring thousands of women as well as exhaustive social science research, Kramer and Harris present in this updated and fully revised Second Edition unique, practical, and highly effective advice women can use to break through bias and achieve the career success they desire and deserve.