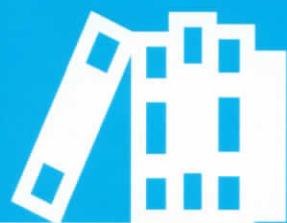


On the bookshelf



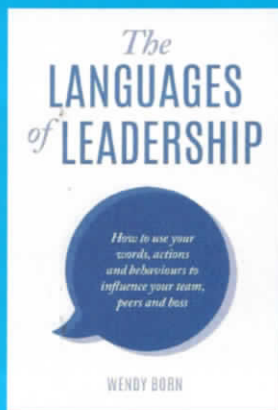
WHAT WE'VE BEEN READING THIS MONTH



THE FIRST 2 HOURS: Make better use of your valuable time

Donna McGeorge
(Wiley)

Ever feel like you are fighting a losing battle against your to-do list? For many, it's all too common to find ourselves neglecting the real tasks we need to do in order to keep on top of emails and attend irrelevant meetings. In her new book, *The First 2 Hours*, author, speaker and mentor, Donna McGeorge delves into the neuroscience and biology behind optimising productivity. Full of practical examples, McGeorge guides readers to divide their day into 2-hour blocks in order to enhance performance, make the most of the body's natural energy rhythms and take back control of their working day.

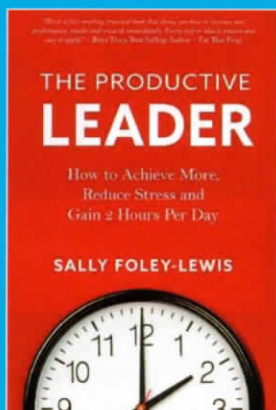


THE LANGUAGES OF LEADERSHIP: How to use your words, actions and behaviours to influence your team, peers and boss

Wendy Born
(Major Street Publishing)

With every leader facing the challenges of managing multiple stakeholders – from subordinates to superiors – with

different personalities and conflicting agendas, it is vital to have strategies to handle a wide range of situations. In *The Languages of Leadership*, Wendy Born, a leadership expert with over 25 years' experience, shows readers how to make a big impact with small changes. If you are looking to get yourself noticed, build your reputation and manage anyone at any level, Born has a raft of tools and techniques to empower you to get the most out of your team, establish positive peer relationships and ensure that your boss is championing your cause.



THE PRODUCTIVE LEADER: How to achieve more, reduce stress and gain 2 hours per day

Sally Foley-Lewis
(Sally Foley-Lewis Publication)

Productivity and leadership expert, Sally Foley-Lewis has drawn on 20 years of experience to put together

The Productive Leader, a practical guide on how to prioritise your time in an age of 24/7 connectivity and constant interruptions. With a mixture of real-life examples, helpful suggestions and activities to try out in the workplace, Foley-Lewis shows leaders how to reduce stress, achieve more from their day and be happier by implementing new strategies, recognising the bad habits that hinder productivity and creating a team environment that enables delegation.