

## UW Benefits Work/Life Career Development Library

Author	Title	Yr	Call #	Annotation
Skolnick, Arlene	A Time of Transition: Work, Family, and Community in the Information Age.	1999	C-2	This report is based on three central themes: 1.) We are living in a time of transition, much like the industrial revolution. 2.) The family and competitive economy are parts of one complex systems. And 3.) There has been a revolution in gender relations in modern industrial societies.
UW - Seattle Campus	Access Guide for Persons with Disabilities	2002-2003	C-1	Sixteenth edition of the Access Guide - used to promote and ensure accessibility at the University of Washington's campus and programs.
Bryan, Mark	Artist's way at work : riding the dragon (The)	1998	C-3	The Artist's Way at Work reveals why imagination and curiosity are the keys to success and satisfaction at work and in life. It will make you more creative in your business, but just as important, it will make you more creative in your life as a whole. The result will be a heightened sense of authenticity, adventure, & excitement.
Madan Birla, Cecilia Miller Marshall	Balanced Life and Leadership Excellence: A Nurturing Relationship	1997	C-4	In the fast-paced life, it is very easy to drift into an unbalanced lifestyle & not realize until it's too late. This book leads readers through a proven 4-step process to restore equilibrium on the job & off.
Koen, Deb & Tony Lee	Career Choice, Change & Challenge: 125 Strategies from the Experts at careerjournal.com	2000	C-5, C-6	Get authoritative career guidance from real-life questions and answers on all aspects of job searching and career management. This book provides vital information from the online Careers Q&A column at careerjournal.com, a site used by professionals and executives worldwide for thoughtful career advice.
Goodenough, David	Career Transitions: The Best Resource to Help you Advance	1999	C-7	Millions of adults change jobs every year. This book will help build a bridge between those concerned adults and the information they need. Included are nearly 200 reviews of available resources (books, websites, and more), helpfully organized, described, evaluated, and rated. The best resources to use are divided into chapters on assessing alternative careers, refreshing job-hunting skills, lifestyle and downsizing issues, and other subjects of interest.
Bloom, Allan	Closing of the American Mind (The): How Higher ED has Failed Democracy & Impoverished the Souls of Students.	1987	C-8	In this acclaimed number one national best-seller, one of our country's most distinguished political philosophers argues that the social/political crisis of 20th-century America is really an intellectual crisis. Allan Bloom's sweeping analysis is essential to understanding America today. It has fired the imagination of a public ripe for change.
Johnson, Dodge	College Choice & Admissions: The Best Resource to Help you Get in	1998	C-9	In this guidebook, you'll find full-page reviews of more than 200 resources focused on the college choice and admissions process, including books, websites, CD-ROMs and more. This book guides you to knowledge, confidence, and success as you find the right college.
Hoy, David	College Financial Aid: The Best Resources to Help you Find the Money	1998	C-10	College Financial Aid: The Best Resources to Help You Find The Money reviews the best resources available -- books, websites, CD-ROMs, software and online services -- and then recommends the best to use during each stage in the financial aid search. A helpful overview of the entire college financial aid process is provided.
Patterson, Kerry; Joseph Grenny, Ron McMillan, & Al Switzler	Crucial Confrontations: Never Walk Away from Another Conflict Again!	2005	C-32	Behind the problems that routinely plague organizations and families, you'll find individuals who are either unwilling or unable to deal with failed promises. New research demonstrates that these disappointments aren't just irritating, they're costly--sapping organizational performance by twenty to fifty percent and accounting for up to ninety percent of divorces.
Carlson, Richard	Don't Sweat the Small Stuff at Work	1998	C-11	Carlson shows readers how to interact more peaceably and joyfully with colleagues, clients, and bosses and reveals tips to minimize stress and bring out the best in themselves and others.

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Galinsky, Ellen; James Bond, & Stacy Kim	Feeling Overworked: When Work Becomes too Much	2001	C-12	In recent years, interest in how much and how hard Americans work has escalated. Studies explore work pressures and work hours and how these factors affect employees' behavior, their views about their jobs, their health, and their personal and family lives.
Zemke, Ron & Claire Raines & Bob Filipczak	Generations at Work: Managing the Clash of Vetrans, Boomers, Xers, and Nexters in your Workplace	2000	C-30	Supplies fresh, provocative insights and practical solutions for understanding differences, resolving conflicts, and managing effectively in today's age-diverse workplace. Profiles four distinct generations and their prominent traits and work styles, and offers key messages to keep in mind when recruiting, developing, and motivating members of each generation. Includes real-life case studies of five companies working in intergenerational harmony.
Collins, Jim	Good to Great: Why Some Companies Make the Leap...and Others Don't	2001	C-31	Quote from Peter Drucker: "This carefully researched and well-written book disproves most of the current management hype - from the cult of the super human CEO to the cult of IT to the acquisitions and merger mania. It will not enable mediocrity to become competence. But it should enable competence to become excellence."
Finkle, Jane	Graduate School: The Best Resource to Help you Choose, Get in, & Pay	1998	C-13	This guidebook has full-page reviews of more than 170 resources focused on the challenges of pursuing an advanced degree.
Marianne Schneider Corey, Corey, Gerald Corey	Groups: Process & Practice	1992	C-14	Drawing on their extensive clinical experience in leading groups and training group leaders, Marianne and Jerry Corey provide a clear, personal, hands-on resource filled with examples, guidelines, insights, and ideas that show how group leaders can apply the basic issues and key concepts of group process in working with a variety of groups. Readers will find up-to-date coverage of both the "how to" and the "why" of group counseling.
Messmer, Max	Motivating Employees for Dummies	2001	C-15	Filled with expert advice on creating a sense of fun and accomplishment at the office, "Motivating Employees For Dummies is the essential tool for managers in the ever-evolving job market. The book emphasizes the benefits of having a satisfied staff, increased productivity, increased morale, sense of staff cohesiveness, and reduced turnover. You'll see how a satisfied staff can positively affect your company's financial bottom line. This friendly guide outlines how to utilize motivational tools that go beyond financial compensation.
Galinsky, Ellen	Navigating Work and Family: Hands-on Advice for Working Parents	2001	C-16	The author shares some hands-on strategies for navigating work and family life. These strategies are drawn from the research she has conducted at the Families and Work Institute over the years.
Brownfield, Erin	Perspectives on: The Time Crunch - Work Redesign & Mngmt in a 24-7 Economy	2000	C-17	Concerns about how to manage in a 24-7, global economy - how to manage when the pace of work, and life, has sped up are addressed in this small book.
US Small Business Administration	Quality Child Care Makes Good Business Sense	??	C-18	If you are interested in or have considered starting a child care business, then this publication is what you need! It is designed to help you plan, prepare, and operate a successful child care business.
Galinsky, Ellen & Arlene Johnson	Reframing the Business Case for Work-Life Initiatives	1998	C-19	In barely a decade the range and prevalence of employer work-family initiatives have grown exponentially. Companies are recognizing that they must address the quality of the workplace through "best place to work" initiatives and message.

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Fox, Matthew	Reinvention of work : a new vision of livelihood for our time (The)	1994	C-20	Job dissatisfaction afflicts more than 90 percent of American workers, and "The Reinvention of Work" thoughtfully explores the causes of and cures for this malaise".
Praglin, Laura	Starting your Career: The Best Resource to Help you Find the Right Job	1999	C-21	This book is targeted primarily at the several million new college graduates trying to find their first job, and to other young adults beginning their careers.
Covey, Stephen	The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change	2004	C-33	True success encompasses a balance of personal and professional effectiveness. This book is a manual for performing better in both arenas. Covey's anecdotes are as frequently from family situations as from business challenges. Before you can adopt the seven habits, you'll need to accomplish what Covey calls a "paradigm shift"--a change in perception and interpretation of how the world works.
Miller, F & Katz, J	The Inclusion Breakthrough: Unleashing the Real Power of Diversity	2002	C-35	The Inclusion Breakthrough focuses on how to make diversity and inclusion a central part of an organization's strategy for succeeding in competitive marketplaces, instead of the common approaches that put diversity at the periphery of the organization's strategy. It focuses on the five key elements of an inclusion breakthrough: leadership and workforce competencies, enabling policies and practices, leveraging a diverse workforce, delivering enhanced value to the marketplace, and community and social responsibility.
Whitney, Diana & Trosten-Bloom, Amanda	The Power of Appreciative Inquiry	2003	C-36	Appreciative Inquiry – a popular new approach to Organizational change-dramatically improves performance by encouraging people to study, discuss, learn from and build on what's working, rather than simply trying to fix what's not.
Mancini, Marc	Time Management	2003	C-22	Quick and easy-to-implement techniques for making better use of your time, both on and off the job.
Morgenstern, Julie	Time Management from the Inside Out	2000	C-23	Time management is a skill anyone can learn. Take control of your schedule, connect the activities of your daily life to your most important big-picture goals, and live the life of your dreams.
Celente, Gerald	Trends 2000 : how to prepare for and profit from the changes of the 21st century /	1997	C-24	What hails the future? Rather than mere forecasting based on intelligent guesses, author Celente (Trend Tracking, Warner, 1991) presents a solid, substantive analysis of major national and international forces that will help readers make profitable business, career, or personal decisions for the future. The founder of Trends Research Institute (TRI), he focuses here on the interconnectedness of these trends rather than specialized expert predictions.
Bolles, Richard Nelson	What Color is your Parachute? 2000	2000	C-25, C-26, C-27	The best-selling job-hunting book in the world for over three decades, and continues to be the job-hunter's bible—even in times of a strong, robust economy, when conventional wisdom says "Job-hunting books don't sell." For those who have not read an updated version in recent years, here is a reminder of why, in the words of Fortune magazine, "PARACHUTE remains the gold standard of career guides"
Lancaster, Lynne.	When Generations Collide: How to Solve the Generational Puzzle at Work.	2002	C-28	This insightful guide shows how to solve problems among co-workers, traditionalists, baby boomers, generation x-ers, and millennials. How to recruit, retain, motivate, and manage each of them most effectively.

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Welch, Jack	Winning	2005	C-34	During his 40-year career at GE, Welch led the company to year-after-year success around the globe, in multiple markets, against brutal competition. His honest, be-the-best style of management became the gold standard in business, with his relentless focus on people, teamwork, and profits. Since Welch retired in 2001 as chairman/CEO of GE, he has traveled the world, speaking and answering questions. "Winning" begins with his business philosophy, exploring the importance of values, candor, differentiation, and voice/dignity for all. The book looks inside the company, from leadership to picking winners to making change happen.
Vanderkolk, Barbara Schwarz.	Work and Family Revolution (The)	1991	C-29	The Work And Family Revolution provides an in-depth look at the new emphasis on balancing work and family life-for both men and women-and how companies can respond creatively to employees' changing needs.