MSUE Professional Development Library

PICKS OF THE MONTH—**Personal/Professional Life Harmony**

August 2009

Dear Colleagues,

There seemed to be a lot of interest in the recent “Charting Your Course” webinar:  **Balancing  Personal and Professional Life: NOT the Impossible Dream.** Many of us feel like we’re always running, but not for recreation…so little time, so much to do!  How can we harmonize the demands of our personal lives with those of our work lives?  For all the answers (just kidding ), consult one of the great resources described below, available in our professional development library for easy on-line checkout.

MSUE’s online library houses books, CDs, DVDs, audio tapes, and video tapes for each of the core competencies and a wide range of other topics. You can go to the library web-site and search by topic, author or title.  The web address is: <http://web2.canr.msu.edu/leadnet/order/index.cfm>.  Check out resources on-line, and they will be mailed to you within a few days.  OR, come by room 11 Ag Hall next time you’re on campus and browse the collection. You can keep the materials for one month before you get an automatic email reminder to return them, but it's easy to renew by just emailing me or Kathy Jones if one month isn't enough time.

Highlighted below are a few of our excellent resources on **professional/personal life harmony.**   Enjoy them!!!

Lela

Adams, M.[**Change Your Questions change Your Life:  10 Powerful Tools for Life and Work**](http://web2.canr.msu.edu/leadnet/order/descStory.cfm?id=2169)**.**

Category:  Professionalism

Written as a parable, this book highlights the importance of using questions and the power of choice, to change from a judging and reactionary approach to life, to one that is focused on learning, solutions, thoughtful choices, and win-win relating.  195 pp.

Dyer, W.  [**Being in Balance**](http://web2.canr.msu.edu/leadnet/order/descStory.cfm?id=2167)**.**

Explains nine principles for restoring balance between our thoughts and what we truly want.  The principles are based on the premise that your environment is a product of your thought life.  For example, one principle is: *You can’t discover light by analyzing the darkness.*  Unabridged on 2 CDs.

Goldsmith M.  [**What Got You Here Won’t Get You There**](http://web2.canr.msu.edu/leadnet/order/descStory.cfm?id=2166)**.**

This book on CD has  four sections covering why we resist change, the most common harmful habits in interpersonal relationships, how to change, and how to make lasting change.  Some of the 20 harmful habits addressed include:  the desire to add our  two cents to every discussion; the overuse of  "No," "But" or "However;" the need to show people we are smarter than they think we are; the refusal to share information in order to exert an advantage; the inability to praise and reward; the failure to see when we are treating someone unfairly; and the act of not listening.  5 CDs, 6 hours.

Loehr, J. and T. Schwartz. [**The Power of Full Engagement:  Managing Energy, Not Time, Is the Key to High Performance and Personal Renewal**](http://web2.canr.msu.edu/leadnet/order/descStory.cfm?id=2168)**.**

Focuses on increasing four types of energy—physical, emotional, mental, and spiritual—through a self-directed training program described as the ‘dynamics of full engagement’.  Includes charts to create your own ‘full engagement personal development plan.’  245 pp.

***Other Good Resources***

Conrad, P.  [**Skills for Successful Life Management.**](http://web2.canr.msu.edu/leadnet/order/descStory.cfm?id=1046)

Merrill, A. and R. Merrill. [**Life Matters:  Creating a Dynamic Balance of Work, Family, Time, & Money**](http://web2.canr.msu.edu/leadnet/order/descStory.cfm?id=2107)**.**

Merrill, A. and R. Merrill. [**Life Matters:  Creating a Dynamic Balance of Work, Family, Time, & Money—CD.**](http://web2.canr.msu.edu/leadnet/order/descStory.cfm?id=2128)

Kindler, H. and M. Ginsburg.  [**Measure & Manage Stress**](http://web2.canr.msu.edu/leadnet/order/descStory.cfm?id=910)**.**

Paulson, T.  [**Making Humor Work:  Take Your Job Seriously and Yourself Lightly**](http://web2.canr.msu.edu/leadnet/order/descStory.cfm?id=1044)**.**

Potter, B.  [**Preventing Job Burnout:  Transforming Work Pressures into Productivity.**](http://web2.canr.msu.edu/leadnet/order/descStory.cfm?id=1053)

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