## Contents

Acknowledg	gments	xi
Introduction	1 06.	xiii
PART 1	Communication	1
Chapter 1	Listen Like Leitha	3
Chapter 2	Speaking with Influence	21
Chapter 3	The Importance of Questions	37
PART 2	Leading Teams	47
Chapter 4	The Abdication of Accountability	49
Chapter 5	Building a High-Trust Team	61
Chapter 6	Leading in Any Position	77
Chapter 7	Leading the Entitlement Generation	91
PART 3	Productivity	105
Chapter 8	Prioritize for Productivity	107

## Contents

Χ

 $\bigoplus$ 

Chapter 9	Fourth Quarter Living Decision Making	125
Chapter 10	The Power of Focus	135
PART 4	Personal Development	149
Chapter 11	Finding Strength in Silence	151
Chapter 12	Rewards of Self-Discipline	161
About the Author		175

 $\bigoplus$ 



 $\bigoplus$