

Featured in *Your Weekly Staff Meeting eNews*
John Pearson's Book Reviews

Master List: 2006 to 2020

- Leadership Books
- Governance Books
- Management Books



**DINOSAURS
DIDN'T READ.
NOW THEY
ARE EXTINCT.**

2020 Index - List #3: Top-100 Books

ATTACHED:

- List #3:** John's Top-100 Book List (updated 12/31/2020)

2 ADDITIONAL LISTS:

[managementbuckets.com/book-bucket](https://www.managementbuckets.com/book-bucket)

- List #1: Books by Management Buckets Category (Issues 1 to 458)
- List #2: Books by eNews Issue Number (Issues 1 to 458)



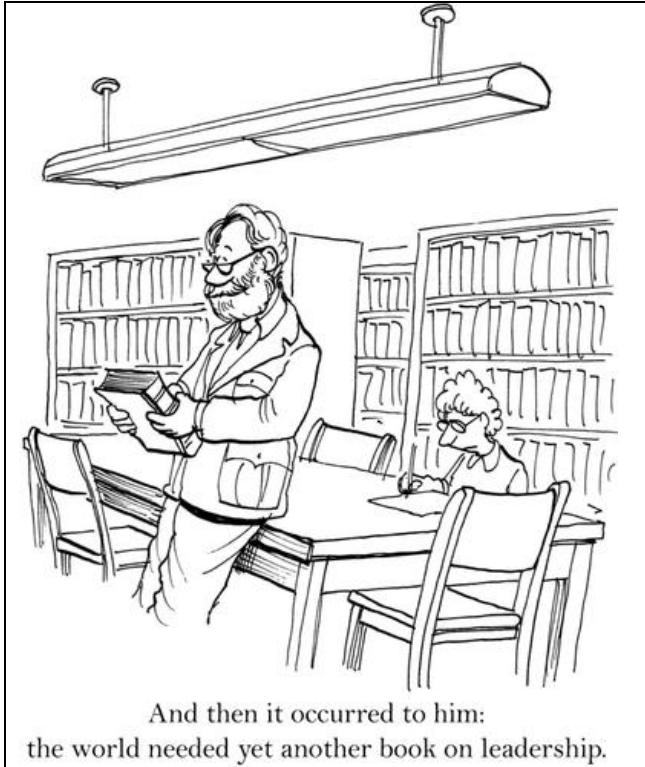
Your Weekly Staff Meeting eNews

<https://www.managementbuckets.com/blogs-book-reviews>

Archives:

https://urgentink.typepad.com/my_weblog/

About John Pearson's Book Lists



These lists represent an assortment of well-known and lesser-known leadership, management, and governance books that John often recommends to clients. We add to the list every year.

And possibly, this "Top-100" list might include more than 100 books. Math was never John's best bucket!

For John's original list of his Top-100 books, read the "Book Bucket" chapter in *Mastering the Management Buckets*.

Peter Drucker would ask: "Are you a reader or a listener?" What's your learning style? (What's the learning style of your boss or board chair?) If you're a listener, check out the audio book options at Libro.fm audio books: <https://libro.fm/>



Listen to the 2017 Book-of-the-Year!

The Power of Moments
Why Certain Experiences Have Extraordinary Impact
by Chip Heath & Dan Heath
(6 hours, 24 minutes)

<https://libro.fm/audiobooks/9781508238317-the-power-of-moments>

BOOK-OF-THE-YEAR HONORS

John Pearson has been selecting the “Book-of-the-Year” honors since 2008.
2020 was crazy, right? So...we selected TWO books for this honor!

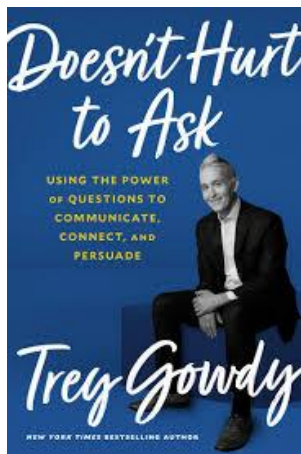


2020 Book-of-the-Year

❑ 432. *The Advice Trap: Be Humble, Stay Curious & Change the Way You Lead Forever*,
by Michael Bungay Stanier

John began his book review with this:

“Hello. My name is John and I’m an Advice Monster.” Yikes! If you’ve got the guts to read this book, you won’t come out unscathed.



2020 Book-of-the-Year

❑ 450. *Doesn't Hurt to Ask: Using the Power of Questions to Communicate, Connect, and Persuade*,
by Trey Gowdy

John listed 10 “favorites” in his book review:

#9. Favorite short course on questioning: Brilliant explanations and examples of Leading Questions and Non-Leading Questions—and when to use them. (This reminded me of the AWE question in *The Advice Trap*.)

Read John’s reviews:

➔ ***The Advice Trap***

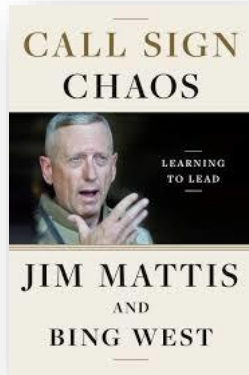
https://urgentink.typepad.com/my_weblog/2020/03/the-advice-trap.html

➔ ***Doesn't Hurt to Ask***

https://urgentink.typepad.com/my_weblog/2020/10/doesnt-hurt-to-ask-using-the-power-of-questions-to-communicate-connect-and-persuade.html

BOOK-OF-THE-YEAR HONORS

John Pearson has been selecting the “Book-of-the-Year” honors since 2008:



2019 Book-of-the-Year

❑ 416. *Call Sign Chaos: Learning to Lead*
by Jim Mattis and Bing West

“If you haven’t read hundreds of books, learning from others who went before you, you are functionally illiterate—you can’t coach and you can’t lead.”

LEARNING TO LEAD!

According to Jim Mattis...

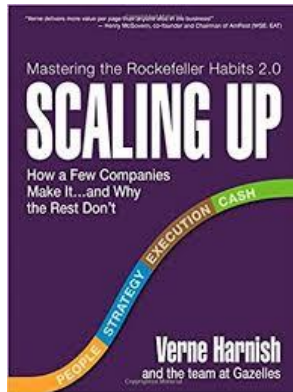
...the Commandant of the Marine Corps maintains a list of required reading for every rank. “All Marines read a common set; in addition, sergeants read some books, and colonels read others. Even generals are assigned a new set of books that they must consume. At no rank is a Marine excused from studying.”

- “Praise in public, criticize in private.”
- “Operational tempo is a state of mind. I’ve always tried to be hard on issues but not on spirits.”
- “We learn more about ourselves when things go wrong.”
- To his one-star generals and admirals: “...protect our mavericks. That’s your job. If you’re uncomfortable dealing with intellectual ambushes from your own ranks, it’ll be a heck of a lot worse when the enemy does it to you.”

Read John’s review:

https://urgentink.typepad.com/my_weblog/2019/10/call-sign-chaos-learning-to-lead.html

BOOK-OF-THE-YEAR HONORS



2018 Book-of-the-Year

□ 395. *Scaling Up: How a Few Companies Make It...and Why the Rest Don't*
Mastering the Rockefeller Habits 2.0
by Verne Harnish

Scaling Up is one of the most complete books I've ever read. The alignment with the great leadership and management experts (Drucker, Collins, Lencioni, Gerber, Blanchard, and many more) is stunning.

Faith-based organizations will enhance their study of *Scaling Up* with occasional dips into the 20 core competencies in *Mastering the Management Buckets*, including the Book Bucket.

REMINDER: LEADERS ARE READERS!

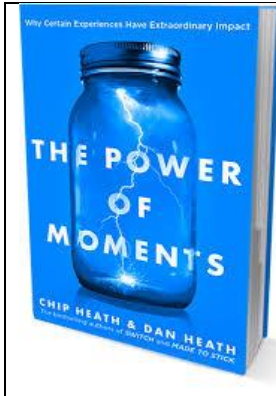
According to Verne Harnish:

"Mark Cuban, the outspoken owner of the Dallas Mavericks, reads three hours per day. His goal is to find just one idea he can use to give him and the over 150 companies in which he's invested an edge in the marketplace."

Read John's review:

https://urgentink.typepad.com/my_weblog/2018/12/scaling-up-rockefeller-habits-20.html

BOOK-OF-THE-YEAR HONORS



2017 Book-of-the-Year

□ 372. *The Power of Moments: Why Certain Experiences Have Extraordinary Impact*, by Chip Heath and Dan Heath

The Big Idea:

Defy "the forgettable flatness of everyday work and life by creating a few precious moments."

Read John's review:

http://urgentink.typepad.com/my_weblog/2017/11/the-power-of-moments.html



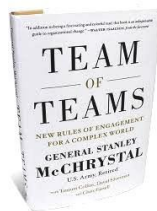
2016 Book-of-the-Year

□ 342. *The ONE Thing: The Surprisingly Simple Truth Behind Extraordinary Results*, by Gary Keller with Jay Papasan

"What's the ONE Thing you can do this week such that by doing it everything else would be easier or unnecessary?"

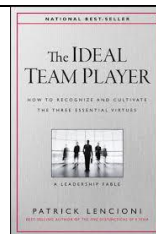
Read John's review:

http://urgentink.typepad.com/my_weblog/2016/05/the-one-thing.html



2016 Runner-up

□ 345. *Team of Teams: New Rules of Engagement for a Complex World* by Gen. Stanley McChrystal with Tantum Collins, David Silverman, and Chris Fussell.



2016 Runner-up

□ 344. *The Ideal Team Player: How to Recognize and Cultivate the Three Essential Virtues* by Patrick Lencioni

Read John's reviews:

☑ *Team of Teams* - http://urgentink.typepad.com/my_weblog/2016/06/team-of-teams.html

☑ *The Ideal Team Player* - http://urgentink.typepad.com/my_weblog/2016/06/the-ideal-team-player.html

BOOK-OF-THE-YEAR HONORS

http://urgentink.typepad.com/my_weblog/2017/04/book-of-the-year-honors-2008-to-2016.html

John Pearson has been selecting the "Book-of-the-Year" honors since 2008:

 <p>2008</p> <p>☐ 87. <i>The Five Most Important Questions You Will Ever Ask About Your Organization</i>, by Peter Drucker (plus Collins, Kotler, Kouzes, Rodin, Rangan and Hesselbein)</p>	 <p>2012</p> <p>☐ 245. <i>The Advantage: Why Organizational Health Trumps Everything Else in Business</i>, by Patrick Lencioni</p>
 <p>2009</p> <p>☐ 168 & 181. <i>Strengthening the Soul of Your Leadership: Seeking God in the Crucible of Ministry</i>, by Ruth Haley Barton</p>	 <p>2013</p> <p>☐ 269. <i>What Got You Here Won't Get You There: Discover the 20 Workplace Habits You Need to Break</i>, by Marshall Goldsmith and Mark Reiter</p>
 <p>2010</p> <p>☐ 191 & 328. <i>The First 90 Days: Proven Strategies for Getting Up to Speed Faster and Smarter (Updated and Expanded)</i>, by Michael Watkins</p>	 <p>2014</p> <p>☐ 301. <i>Xenophon's Cyrus the Great: The Arts of Leadership and War</i>, by Xenophon (Larry Hedrick, Editor)</p>
 <p>2011</p> <p>☐ 208. <i>Necessary Endings: The Employees, Businesses, and Relationships That All of Us Have to Give Up in Order to Move Forward</i>, by Dr. Henry Cloud</p>	 <p>2015</p> <p>☐ 318. <i>Leadership Briefs: Shaping Organizational Culture to Stretch Leadership Capacity</i> by Dick Daniels</p>

Read insights from all 20 buckets every year!

Mastering the Management Buckets 20 Critical Competencies for Leading Your Business or Nonprofit



ManagementBuckets.com

Cause ♦ Community ♦ Corporation

The 20 Management Buckets are organized into three arenas—think three-legged stool. So when you read (or clip or download an article), categorize the resource into one of these 20 buckets. See the book or the website for the core competency statement/description for each bucket.

OUR CAUSE

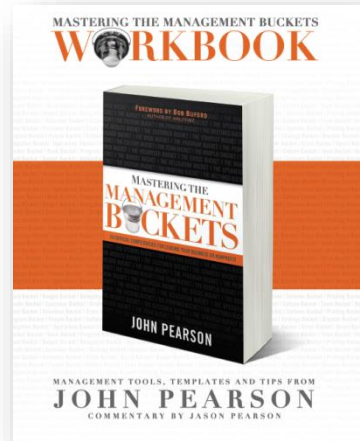
- #1: The Results Bucket
- #2: The Customer Bucket
- #3: The Strategy Bucket
- #4: The Drucker Bucket
- #5: The Book Bucket
- #6: The Program Bucket

OUR COMMUNITY

- #7: The People Bucket
- #8: The Culture Bucket
- #9: The Team Bucket
- #10: The *Hoopla!* Bucket
- #11: The Donor Bucket
- #12: The Volunteer Bucket
- #13: The Crisis Bucket

OUR CORPORATION

- #14: The Board Bucket
- #15: The Budget Bucket
- #16: The Delegation Bucket
- #17: The Operations Bucket
- #18: The Systems Bucket
- #19: The Printing Bucket
- #20: The Meetings Bucket



<https://amzn.to/2ErXYpd>



<http://amzn.to/2Cw0LcS>

Your Weekly Staff Meeting eNews
John Pearson's Book Reviews
Master List: 2006 – 2020
Leadership, Governance, Management

BOOK REVIEW ARCHIVES. More than 450 book reviews have been featured in John Pearson's eNews, *Your Weekly Staff Meeting*. Read them in the Book Review Archives at: → https://urgentink.typepad.com/my_weblog/

SUBSCRIBE. Sign up for your complimentary subscription at:
→ ManagementBuckets.com

DOWNLOAD. Download three book lists at:
→ ManagementBuckets.com/book-bucket

3 Book Lists are posted:

- List #1: Books by Management Buckets Category
- List #2: Books by eNews Issue Number
- List #3: John Top-100 Book List (updated 12/31/2020)

SEARCH FOR A BOOK REVIEW. To find a book from this master list on the following pages:
→ Google "[the book title], John Pearson's Buckets Blog"

CFO asks CEO:
"What happens if we invest in developing our people and then they leave us?"

CEO:
"What happens if we don't and they stay?"

Leaders Are Readers (and Listeners!).
DELEGATE YOUR READING!

- Each month, give your direct reports one book to read.
- Ask for a 5- to 10-minute "book review" from one person each week.
- Your team will be inspired, motivated and their learning will be enriched from reading...
...4 books x 11 months = 44 books per year!
- Then...file the book on your staff resource shelf with your marked-up copies so your managers can mentor their people with niche chapters.

For more ideas on creating a lifelong learning culture, read the Book Bucket chapter in ***Mastering the Management Buckets***

THE CAUSE

Book-of-the-Year = Named "Book-of-the-Year" by John Pearson (effective 2008).

#1. The Results Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #1:

"We focus on results. We are not activity-driven, we are results-driven. We measure what we value, so we celebrate both the writing and the achieving of team-blessed standards of performance for every staff member, board member and volunteer. We also abandon dead horses and sacred cows."

<http://managementbuckets.com/results-bucket>

- 51. The Three Signs of a Miserable Job: A Fable for Managers
Lencioni, Patrick (8/27/2007)

- 72. The Five Temptations of a CEO
Lencioni, Patrick (1/21/2008)

- 149. How the Mighty Fall: And Why Some Companies Never Give In
Collins, Jim (7/28/2009)

- 208. Necessary Endings: The Employees, Businesses, and Relationships That All of Us Have to Give Up in Order to Move Forward - Cloud, Dr. Henry (2/7/2011) **Book-of-the-Year**

- 279. Entrepreneurial Leadership: Finding Your Calling, Making a Difference
Goossen, Richard J. and Stevens, R. Paul (6/9/2013)

- 297. The Choice: The Christ-Centered Pursuit of Kingdom Outcomes
by Gary G. Hoag, R. Scott Rodin, and Wesley K. Willmer (4/13/2014)

- 318. Leadership Briefs: Shaping Organizational Culture to Stretch Leadership Capacity,
by Dick Daniels (2/21/15) **Book-of-the-Year**

- 342. The ONE Thing: The Surprisingly Simple Truth Behind Extraordinary Results
by Gary Keller with Jay Papasan (5/2/16) **Book-of-the-Year**

- 361 & 362. The Gatekeepers: How the White House Chiefs of Staff Define Every Presidency, by Chris Whipple (6/13/17 and 6/21/17)

- 380. Your Best Year Ever: A 5-Step Plan for Achieving Your Most Important Goals, by Michael Hyatt (3/15/18)

- 391B. Mastering the Management Buckets Workbook: Management Tools, Templates, and Tips From John Pearson (Second Edition), by John Pearson and Jason Pearson (9/28/18)

- 457A. Fast Times: How Digital Winners Set Direction, Learn, and Adapt, by Arun Arora, Peter Dahlstrom, Klemens Hjartar, and Florian Wunderlich (12/28/2020)

#2. The Customer Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #2:

"We know our primary and supporting customers. We segment our customers to more effectively meet their unique needs. We listen to our customers. We are zealots for researching and understanding our markets."

<http://managementbuckets.com/customer-bucket>

☐ 99. Duct Tape Marketing: The World's Most Practical Small Business Marketing Guide
Jantsch, John (8/4/2008)

☐ 116 & 282. Outliers: The Story of Success
Gladwell, Malcolm (12/1/2008)

☐ 133. The King of Madison Avenue: David Ogilvy and the Making of Modern Advertising
Roman, Kenneth (3/31/2009)

☐ 323. TRUST: The Firm Foundation of Kingdom Fruitfulness,
by Dan Busby (4/14/15)



☐ 340A . **REBRAND: Workbook + Coloring Sheets for Ministry Branding**
by Jason Pearson (3/21/16)

Free download:

<https://www.dropbox.com/s/xg8h8p1rjmksd4r/rebrand.pdf?dl=0>

Read John's review:

http://urgentink.typepad.com/my_weblog/2016/03/rebrand-workbook-coloring-sheets-for-ministry-branding.html

☐ 447A. The Goal: A Business Graphic Novel (2017), by Eliyahu M. Goldratt, Dwight Jon Zimmerman (Editor), and Dean Motter (Illustrator) - (9/9/2020)

#3. The Strategy Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #3:

"We plan, believing the results are up to God. We energize our people and customers with a Big Holy Audacious Goal (BHAG). We're systematic—never negligent—in our strategic planning. We know our mission statement by memory, and our programs, products and services are in alignment with the mission."

<http://managementbuckets.com/strategy-bucket>

- 1. Good to Great and the Social Sectors
Collins, Jim (8/28/2006)

- 159. Well Connected: Releasing Power, Restoring Hope Through Kingdom Partnerships
Butler, Phill (10/14/2009)

- 188. Good to Great: Why Some Companies Make the Leap...and Others Don't
Collins, Jim (6/28/2010)

- 217. Little Bets: How Breakthrough Ideas Emerge From Small Discoveries
Sims, Peter (5/13/2011)

- 235. Great by Choice: Uncertainty, Chaos, and Luck—Why Some Thrive Despite Them All
Collins, Jim and Hansen, Morten T. (11/8/2011)

- 257. Nonprofit Financial Sustainability: Making Strategic Decisions for Financial Viability
Bell, Jeanne; Masaoka, Jan and Zimmerman, Steve (9/30/2012)

- 278. Rumsfeld's Rules: Leadership Lessons in Business, Politics, War, and Life
Rumsfeld, Donald (5/31/2013)

- 319. Breakthrough: Unleashing the Power of a Proven Plan,
by Randon A. Samelson (3/13/15)

- 332. The Attacker's Advantage: Turning Uncertainty Into Breakthrough Opportunities,
by Ram Charan (11/5/15)

- 345. Team of Teams: New Rules of Engagement for a Complex World
by Gen. Stanley McChrystal with Tantum Collins, David Silverman, and Chris Fussell (6/28/16)

- 357. Managing Transitions: Making the Most of Change, by William Bridges (4/5/17)

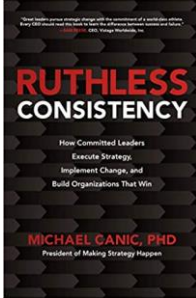
- 395. Scaling Up: How a Few Companies Make It...and Why the Rest Don't – Mastering the Rockefeller Habits 2.0, by Verne Harnish (12/14/18) **Book-of-the-Year**

- 434. Upstream: The Quest to Solve Problems Before They Happen, by Dan Heath (4/15/2020)
***TOP-10 BOOK**

- ❑ 436A. Non Obvious Megatrends: How to See What Others Miss and Predict the Future, by Rohit Bhargava (5/6/2020) ***TOP-10 BOOK**

- ❑ 446. The Vision Driven Leader: 10 Questions to Focus Your Efforts, Energize Your Team, and Scale Your Business, by Michael Hyatt (8/20/2020) ***TOP-10 BOOK**

- ❑ 454. Ruthless Consistency: How Committed Leaders Execute Strategy, Implement Change, and Build Organizations That Win, by Michael Canic (11/30/2020)
***TOP-10 BOOK**



Michael Canic, the creative author of *Ruthless Consistency*, says that “constructive accountability and compassion are not mutually exclusive.” My suggestion: his five powerful principles for holding team members constructively accountable should be posted on every office wall (and visible during Zoom calls!). He urges all leaders and managers to change their mindsets: “You’re Not a Manager; You’re a Coach**” (Chapter 11). He preaches, “**Look in the mirror, Coach. It starts with you.**”**

#4. The Drucker Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #4:

“We are privileged to be leaders and managers and we steward that privilege by being lifelong learners and practitioners in the art of management. We don’t just give lip service to management—we are disciplined students of great leadership and management thinkers like Peter Drucker, Ken Blanchard and others.”

<http://managementbuckets.com/drucker-bucket>

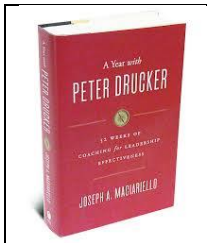
❑ 20. The Effective Executive: The Definitive Guide to Getting the Right Things Done
Drucker, Peter (1/15/2007)

❑ 178. The Daily Drucker: 366 Days of Insight and Motivation for Getting the Right Things Done
Drucker, Peter F. and Maciariello, Joseph A. (3/25/2010)

❑ 298. Drucker & Me: What a Texas Entrepreneur Learned from the Father of Modern Management
by Bob Buford (4/24/14)

❑ 301. Xenophon's Cyrus the Great: The Arts of Leadership and War
by Xenophon (Larry Hedrick, Editor) – (6/11/14) **Book-of-the-Year**

❑ 316. A Year With Peter Drucker: 52 Weeks of Coaching for Leadership Effectiveness,
by Joseph A. Maciariello (1/6/15)



DRUCKER MONDAYS (2015):

Visit the blog posts of 52 guest writers for their color commentaries on all 52 chapters at

http://www.urgentink.typepad.com/drucker_mondays/

❑ 331A. Peter Drucker’s Five Most Important Questions: Enduring Wisdom for Today’s Leaders,
by Peter F. Drucker, Frances Hesselbein, and Joan Snyder Kuhl (10/14/15)

#5. The Book Bucket (By Issue Number and Book Review Date) – “The Catch-all Bucket”

CORE COMPETENCY #5:

“We believe leaders are readers! We create a culture that embraces a healthy appetite for leadership and management books, journals, articles and audio resources. We mentor team members with thoughtfully selected titles and chapters to help them leverage their strengths, grow in their faith and serve others with passion. We don’t just talk about books—we actually read them!”

<http://managementbuckets.com/book-bucket>

☐ 5. A Diary of Private Prayer
Baillie, John (9/25/2006)

☐ 13. TrueFaced: Trust God and Others With Who You Really Are
Thrall, Bill; McNicol, Bruce and Lynch, John (11/20/2006)

☐ 22. The Best Question Ever: A Revolutionary Approach to Decision-making
Stanley, Andy (1/29/2007)

☐ 25. Balancing Life's Demands: A New Perspective on Priorities
Howard, J. Grant (2/19/2007)

☐ 275. My Ideal Bookshelf
Mount, Jane (art) and La Force, Thessaly (editor) (4/19/2013)

☐ 443. How Will You Measure Your Life? by Clayton M. Christensen, James Allworth, and Karen Dillon
(7/18/2020) ***TOP-10 BOOK**

☐ 445. The Little Guide to Your Well-Read Life: How to Get More Books in Your Life and More Life from Your Books, by Steve Leveen (8/10/2020) ***TOP-10 BOOK**

#6. The Program Bucket (By Issue Number and Book Review Date)

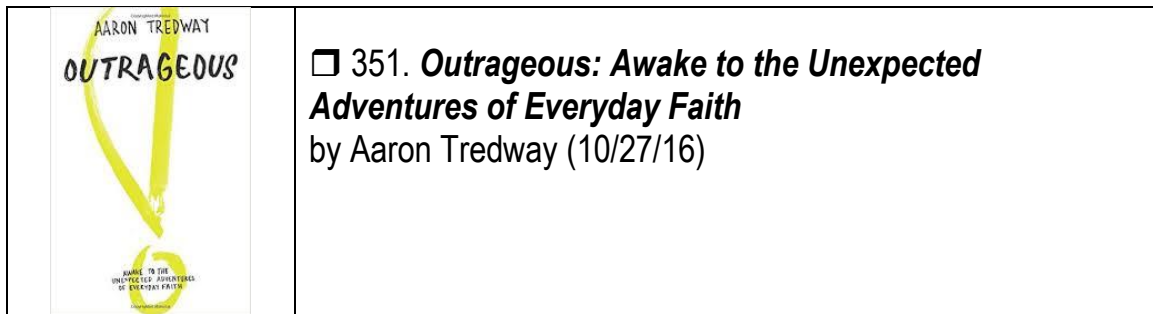
CORE COMPETENCY #6:

“We are zealots for program effectiveness and so we research and understand our customer before launching new programs, products or services. We measure program results. We feed our primary programs and drop the losers—all in the spirit of discerning where God is at work.”

<http://managementbuckets.com/program-bucket>

189. *Creators: From Chaucer and Durer to Picasso and Disney*
Johnson, Paul (7/6/2010)

205. *Entrepreneurship*
Hisrich, Robert D.; Peters, Michael P. and Shepherd, Dean A. (12/23/2010)



Read John’s review:

http://urgentink.typepad.com/my_weblog/2016/10/outrageous-awake-to-the-unexpected-adventures-of-everyday-faith.html

368, 369, 370. **Illuminate: Ignite Change Through Speeches, Stories, Ceremonies, and Symbols*, by Nancy Duarte and Patti Sanchez (9/13/17)

THE COMMUNITY

Book-of-the-Year = Named "Book-of-the-Year" by John Pearson (effective 2008).

#7. The People Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #7:

"We celebrate the God-designed uniqueness of our team members, our customers, our donors, and our volunteers. We are diligent about understanding the four social styles—Analyticals, Drivers, Amiables and Expressives—and helping our people find their comfort zones as they grow in their interpersonal versatility skills."

<http://managementbuckets.com/people-bucket>

- 67. How to Deal With Annoying People: What to Do When You Can't Avoid Them
Phillips, Bob and Alyn, Kimberly (12/17/2007)
- 115. The Social Styles Handbook: Find Your Comfort Zone and Make People Feel Comfortable With You
Wilson Learning Library (11/24/2008)
- 201 & 223. Managing Your Boss (*Harvard Business Review* article)
Gabarro, John J. and Kotter, John P. (11/8/2010)
- 385. The Softer Side of Leadership: Essential Soft Skills That Transform Leaders and the People They Lead, by Eugene B. Habecker (5/16/18)

#8. The Culture Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #8:

"We strive to create a corporate culture with core values that are crystal clear. We yearn for a God-honoring workplace where grace and trust are alive and well. Because we are human we will always have relational conflicts, so we are zealots about resolving conflict early. We invite those who won't live out our values to exit. We experience true joy at work."

<http://managementbuckets.com/culture-bucket>

- 37. The Peacemaker: A Biblical Guide to Resolving Personal Conflict
Sande, Ken (5/14/2007)
- 186. The Speed of Trust: The One Thing That Changes Everything
Covey, Stephen M.R. (6/7/2010)
- 196. The Steward Leader: Transforming People, Organizations and Communities
Rodin, R. Scott (9/16/2010)

- ❑ 245. The Advantage: Why Organizational Health Trumps Everything Else in Business
Lencioni, Patrick (3/23/2012) **Book-of-the-Year**
- ❑ 254. Pursuing God's Will Together: A Discernment Practice for Leadership Groups
Barton, Ruth Haley (7/24/2012)
- ❑ 258. Make Your Values Mean Something (*Harvard Business Review* article)
Lencioni, Patrick (10/9/2012)
- ❑ 269. What Got You Here Won't Get You There: Discover the 20 Workplace Habits You Need to Break
Goldsmith, Marshall and Reiter, Mark (2/18/2013) **Book-of-the-Year**
- ❑ 274. The Leader's Palette: Seven Primary Colors
Enlow, Jr., Ralph E. (4/12/2013)
- ❑ 384. The Top 10 Leadership Conversations in the Bible: Practical Insights From Extensive Research on
Over 1,000 Biblical Leaders, by Steve Moore (5/8/18)

#9. The Team Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #9:

"We believe that a balanced life honors God, each other, our families and our friends, so we leverage the unique set of talents and strengths given to each person by God. Thus we serve with more fulfillment and joy. We also leave work on time, physically and mentally."

<http://managementbuckets.com/team-bucket>

- ❑ 122. Strengths Based Leadership: Great Leaders, Teams and Why People Follow
Rath, Tom and Conchie, Barry (1/12/2009)
- ❑ 168 & 181. Strengthening the Soul of Your Leadership: Seeking God in the Crucible of Ministry
Barton, Ruth Haley (12/23/2009, 4/17/2010) **Book-of-the-Year**
- ❑ 191. The First 90 Days: Critical Success Factors for New Leaders at All Levels
Watkins, Michael (7/23/2010) **Book-of-the-Year**
- ❑ 238. The Cure: What If God Isn't Who You Think He Is and Neither Are You
Lynch, John; McNicol, Bruce and Thrall, Bill (12/23/2011)
- ❑ 241. Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time
Tracy, Brian (1/19/2012)
- ❑ 233A. What You Do Best in the Body of Christ: Discover Your Spiritual Gifts, Personal Style and God-Given Passion - Bugbee, Bruce (10/13/2011)
- ❑ 313. The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics
by Daniel James Brown (11/29/14)

- ☐ 344. The Ideal Team Player: How to Recognize and Cultivate the Three Essential Virtues by Patrick Lencioni (6/20/16)
- ☐ 382A. Leadership and Self-Deception: Getting Out of the Box (Second Edition), by The Arbinger Institute (4/18/18)

#10. The *Hoopla!* Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #10:

"We harness the power of *hoopla!* for celebration, recreation, intentional food and fellowship gatherings, and just plain fun. We thrive on knock-your-socks-off spontaneity. We believe *hoopla!* honors God. We budget funds for *hoopla!* to mitigate workplace stress and most importantly, to show our team members how much they are loved and appreciated!"

<http://managementbuckets.com/hoopla-bucket>

- ☐ 36. The Carrot Principle: How the Best Managers Use Recognition to Engage Their People, Retain Talent, and Accelerate Performance - Gostick, Adrian and Elton, Chester (5/7/2007)
- ☐ 364. The Cubs Way: The Zen of Building the Best Team in Baseball and Breaking the Curse, by Tom Verducci (7/13/17)
- ☐ 372. The Power of Moments: Why Certain Experiences Have Extraordinary Impact, by Chip Heath and Dan Heath (11/25/17) [Book-of-the-Year](#)

#11. The Donor Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #11:

"We believe that extravagant generosity is the biblical norm, not the exception. We challenge donors to give liberally to kingdom causes. We urge prayerful giving to God's work, not for tax benefits nor budget needs. We scrutinize our methodologies not against what works, but against God-honoring principles."

<http://managementbuckets.com/donor-bucket>

- 26. The Treasure Principle: Unlocking the Secret of Joyful Giving
Alcorn, Randy (2/26/2007)
- 89. Revolution in Generosity: Transforming Stewards to Be Rich Toward God
Willmer, Wesley K (general editor) (5/19/2008)
- 134. The Hole in Our Gospel: What Does God Expect of Us? The Answer That Changed My Life and Might Just Change the World - Stearns, Richard (4/6/2009)
- 197. The Sower: Redefining the Ministry of Raising Kingdom Resources
Rodin, R. Scott and Hoag, Gary G. (9/27/2010)
- 218. The Third Conversion
Rodin, R. Scott (5/19/2011)
- 327A. Development 101: Building a Comprehensive Development Program on Biblical Values,
by John Frank and R. Scott Rodin (6/23/15)
- 383. Joy Giving: Practical Wisdom from the First Christians and the Global Church, by Cameron Doolittle
(4/23/18)

#12. The Volunteer Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #12:

"We reject the notion of a two-tiered Kingdom workforce. Instead, we seek to treat our paid volunteers (staff) and our unpaid volunteers with equal passion and intentionality. We will never have enough paid staff to accomplish our Kingdom assignments, so we continually hone our skills in volunteer cultivation, recruitment, orientation and engagement."

<http://managementbuckets.com/volunteer-bucket>

- 34. Halftime: Changing Your Game Plan From Success to Significance
Buford, Bob (4/23/2007)
- 392. Stories of Sheer Pure Grace, by Nancy L. Nelson (10/6/18)

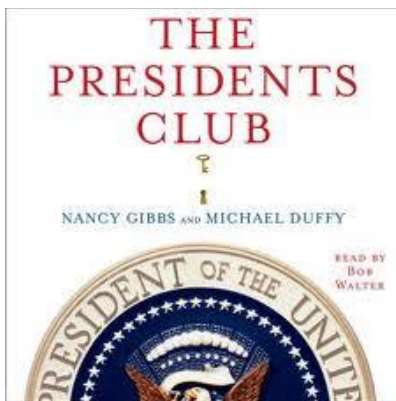
#13. The Crisis Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #13:

“We are prepared for most crises. We have plans in place and a crisis facilitator trained, and we drill our team members frequently and spontaneously. Yet we trust in God, who is our Protector, Comforter and Sustainer.”

<http://managementbuckets.com/crisis-bucket>

☐ 252. The Presidents Club: Inside the World’s Most Exclusive Fraternity
Gibbs, Nancy and Duff, Michael (7/5/2012)



“A good leader sets priorities—he doesn’t just list.”

This book is a leadership case study on multiple levels. CEOs in transition (retirement, termination or promotion) will especially appreciate this revealing inside look at the new guy/old guy relationships in the Oval Office. The book will trigger all your emotions (as it did for each president): mad, glad and sad. Here’s a taste:

--George H.W. Bush, commenting on Bill Clinton’s general lack of discipline and long campaign speeches, “A good leader sets priorities—he doesn’t just list.”

THE CORPORATION

Book-of-the-Year = Named "Book-of-the-Year" by John Pearson (effective 2008).

#14. The Board Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #14:

"We believe that board members must sense God's call to serve on the board of directors. We invest time in cultivating, recruiting, orienting and engaging board members in their strategic role as stewards of our organization. The first step in organizational sustainability is to inspire board members to be highly committed and generous partners in ministry."

<http://managementbuckets.com/board-bucket>

- 11. The Imperfect Board Member: Discovering the Seven Disciplines of Governance Excellence
Brown, Jim (11/6/2006)

 - 170. Owing Up: The 14 Questions Every Board Member Needs to Ask
Charan, Ram (1/11/2010)

 - 260. ECFA Governance Toolbox Series No. 1: Recruiting Board Members (DVD, Viewing Guide & Facilitator Guide) - ECFA (10/30/2012)

 - 276. ECFA Governance Toolbox Series No. 2: Balancing Board Roles – Understanding the 3 Board Hats: Governance, Volunteer, Participant (DVD, Viewing Guide & Facilitator Guide) – ECFA (5/8/2013)

 - 295. Boards That Lead: When to Take Charge, When to Partner, and When to Stay Out of the Way
by Ram Charan, Dennis Carey and Michael Useem (3/28/2014)

 - 325A. ECFA Governance Toolbox Series No. 3: Addressing Board and Organizational Conflicts of Interest—Avoiding Trouble, Trouble, Trouble With Related-Party Transactions
Published by ECFA (5/13/15)

 - 352A. Called to Serve: Creating and Nurturing the Effective Volunteer Board
by Max De Pree (12/7/16)
- Read the "**Called to Serve**" blog posts, written by John Pearson, with snippets from Max De Pree's brilliant book for new board members. Visit the Index to all 30 blogs here:
<http://ecfagovernance.blogspot.com/2017/10/called-to-serve-no-board-detail-is-too.html>
- 363. Call of the Chair: Leading the Board of the Christ-centered Ministry, by David L. McKenna (6/27/17)

 - 373. Lessons From the Nonprofit Boardroom: 40 Insights for Better Board Meetings, by Dan Busby and John Pearson (11/30/17) – *Note: Expanded and Revised Second Edition published in December 2018*

 - 379. ECFA Governance Toolbox Series No. 4: Succession Planning – 11 Principles for Successful Successions: "Every CEO is an Interim CEO." - Published by ECFAPress (2/26/18)

#15. The Budget Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #15:

"We operate with integrity and are accountable for best practices in our financial management. We mentor our team members so they understand the financial implications of our programs. We monitor our progress monthly."

<http://managementbuckets.com/budget-bucket>

☐ 9. The Minister's MBA: Essential Business Tools for Maximum Ministry Success
Babbes, George S. and Zigarelli, Michael (10/23/2006)

See also the "Cash" section in this book in the Strategy Bucket:

☐ 395. Scaling Up: How a Few Companies Make It...and Why the Rest Don't – Mastering the Rockefeller Habits 2.0, by Verne Harnish (12/14/18) **Book-of-the-Year**

#16. The Delegation Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #16:

"We are experts at appropriate delegation. We invite team members to accept assignments based on their strengths. We value organized delegation and believe in the Point Person Principle. We track our to-do lists and we add to our don't-do lists."

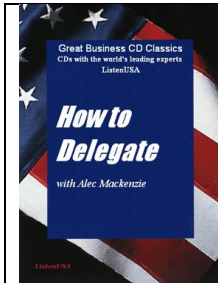
<http://managementbuckets.com/delegation-bucket>

☐ 7. Joy at Work: A Revolutionary Approach to Fun on the Job

Bakke, Dennis (10/9/2006)

☐ 12. The One Minute Manager Meets the Monkey

Blanchard, Ken and Oncken Jr., William (11/13/2006)



☐ 273. How to Delegate (CD, 39 min.)

By Alex Mackenzie (4/2/2013)

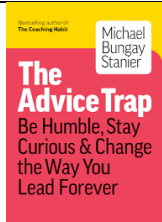
"The person who cannot delegate, cannot manage."

**Management and delegation
are virtually synonymous."**

If you're a "listener," and not a "reader," enjoy this audio version:

Read John's review:

http://urgentink.typepad.com/my_weblog/2013/04/how-to-delegate-cd.html



2020 Book-of-the-Year!

☐ Issue No. 432 (3/26/2020)

THE ADVICE TRAP

Be Humble, Stay Curious & Change the Way You Lead Forever

by Michael Bungay Stanier

DELEGATION BUCKET

Michael Bungay Stanier says "Your job is to make your coaching an everyday interaction." He quotes a colleague, **"Coaching is no longer an event. It's a way of being with each other."** And get this: "Coaching is no longer a one-off, occasional, 'come into my office so I can coach you' way of managing someone."

During this current COVID-19 crisis (and the next crisis, and the next crisis...), *The Advice Trap* is absolutely the first book you and your team should read. Now. Today. The author's coaching principles are easy-to-remember:

1. **Be Lazy** ("...about jumping in and solving other people's problems for them Just stop it!")
2. **Be Curious** (Tame your Advice Monster by "staying curious and managing the process of the conversation." This is the essential principle.)
3. **Be Often** (You can be more coach-like outside of the "hierarchical, formal event." Think meetings, phone calls, Zoom calls, email—all forms of communication.)

#17. The Operations Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #17:

"We affirm the high and noble calling of management and the spiritual gift of administration. We reject the fallacy that leaders lead and managers manage. We relentlessly pursue both effective and efficient operational solutions to organizational challenges. We are experts at ruthlessly eliminating costly bureaucracy that impedes results. We are yes men and women!"

<http://managementbuckets.com/operations-bucket>

- ❑ 64 & 357. Managing Transitions: Making the Most of Change (25th anniversary edition), by William Bridges (11/26/2007 and 4/5/2017)
- ❑ 195. Operation Mincemeat: How a Dead Man and a Bizarre Plan Fooled the Nazis and Assured an Allied Victory - Macintyre, Ben (9/7/2010)
- ❑ 230. The 7 Habits of Highly Effective People Covey, Stephen R. (9/12/2011)

#18. The Systems Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #18:

"We are passionate about systems thinking and process management. We encourage systems people to use their gifts and mentor others for the benefit of our Cause and our Community arenas. We are careful not to tinker or over-tweak, yet we are tenacious about tickler systems. We have a heart to create systems that serve people, not the bureaucracy!"

<http://managementbuckets.com/systems-bucket>

- ❑ 32. The E-Myth Revisited: Why Most Small Businesses Don't Work and What to Do About It Gerber, Michael E. (4/9/2007)
- ❑ 117. Getting Things Done: The Art of Stress-Free Productivity Allen, David (12/8/2008)
- ❑ 162. You're Not the Person I Hired! A CEO's Survival Guide to Hiring Top Talent Boydell, Janet; Deutsch, Barry and Remillard, Brad (11/7/2009)
- ❑ 371. Growing Weeders Into Leaders: Leadership Lessons from the Ground Level, by Jeff McManus (10/17/17)
- ❑ 427. The Amazon Management System: The Ultimate Digital Business Engine That Creates Extraordinary Value for Both Customers and Shareholders, by Ram Charan and Julia Yang (1/21/2020)
***TOP-10 BOOK**

#19. The Printing Bucket (By Issue Number and Book Review Date)

aka: The Communication Bucket, The Speaking Bucket, etc.

CORE COMPETENCY #19:

“We elevate the power of the written and spoken word and leverage our communication tools to create synergy and alignment between our mission, BHAG, strategic plans and programs. We believe proofreading and style matters!”

<http://managementbuckets.com/printing-bucket>

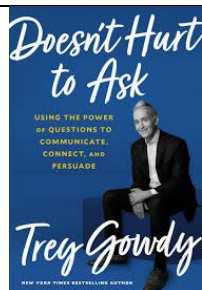
109. You've Got to Be Believed to Be Heard: The Complete Book of Speaking in Business and in Life
Decker, Bert (10/14/2008)

216. 15 Minutes Including Q&A: A Plan to Save the World From Lousy Presentations
Asher, Joey (5/4/2011)



Asher recommends you build every talk with this formula: 15 minutes max, with seven minutes for content and eight minutes for Q&A.

And...if some inconsiderate jerk in your audience asks a question, don't you dare respond, “Let's put that question in the parking lot and I'll get to it later.” Answer the question when it's asked! Why? It's about the audience—it's not about you. (*Now there's a new thought!*)



2020 Book-of-the-Year!

Issue No. 450 (10/13/2020)

DOESN'T HURT TO ASK:

Using the Power of Questions

to Communicate, Connect, and Persuade

by Trey Gowdy

PRINTING BUCKET (AKA THE COMMUNICATIONS BUCKET)

Trey Gowdy, who served eight years in Congress (2011-2019), confesses, “**The mistakes made early in my career were many and largely rooted in two areas: not understanding the dynamics of persuasion and not understanding the nature and characteristics of those I was try to persuade.**”

#20. The Meetings Bucket (By Issue Number and Book Review Date)

CORE COMPETENCY #20:

“We design meetings like an architect designs buildings. We have high expectations that our purpose-driven meetings will enhance team-building, accountability and our commitment to results. We value Holy Spirit-led meetings. We reject boring meetings.”
<http://managementbuckets.com/meetings-bucket>

- 236. Death by Meeting: A Leadership Fable...About Solving the Most Painful Problem in Business
Lencioni, Patrick (12/2/2011)

- 308. Unbroken: A World War II Story of Survival, Resilience, and Redemption
by Laura Hillenbrand (10/2/2014—Read the review to see why it’s in the “Meetings Bucket” category)

**"NOT EVERYTHING
YOU READ ON THE
INTERNET IS TRUE."
-ABRAHAM LINCOLN**

**"My best friend is a person who will
give me a book I have not read."**

Abraham Lincoln

Leaders Are Readers (and Listeners!): Delegate Your Reading!

- ❑ 1. Each month, give your direct reports one book to read.
- ❑ 2. Ask for a 5- to 10-minute "book review" from one person each week.
- ❑ 3. Your team will be inspired, motivated and will learn something from reading 4 books x 11 months = 44 books per year!
- ❑ 4. Then...file the book on your staff resource shelf with your marked-up copies so your managers can mentor their people with niche chapters.
- ❑ 5. For more ideas, see the Book Bucket chapter in *Mastering the Management Buckets*, by John Pearson, or visit: <http://managementbuckets.com/book-bucket>

Visit ManagementBuckets.com/book-bucket
for the **Master List** of all book reviews,
segmented into the 20 Management Buckets categories.

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BOOKS/BUCKETS/BLOGS

Book Reviews: urgentink.typepad.com/my_weblog
Buckets: ManagementBuckets.com

Over 400 Board Governance Blog Posts!

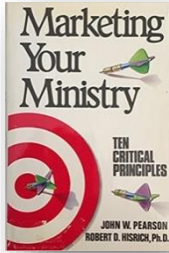
Blogs by John: ecfagovernance.blogspot.com (2011-2020)

40 Guest Bloggers: nonprofitboardroom.blogspot.com (2017-2018)

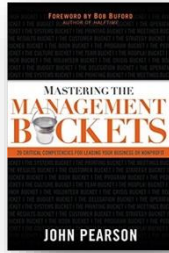
40 Guest Bloggers: churchboardroom.blogspot.com (2019)

40 Guest Bloggers: morelessonsnonprofitboardroom.blogspot.com (2020)

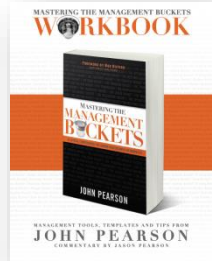
BOOKS AND WORKBOOKS BY JOHN PEARSON Order at Amazon.com



1990
Marketing Your Ministry: Ten Critical Principles
John Pearson and Robert D. Hisrich, Ph.D.



2008
Mastering the Management Buckets
John Pearson

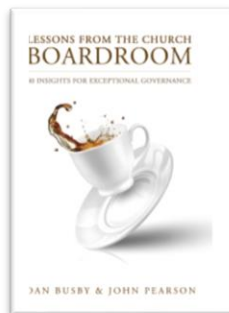


2017
Mastering the Management Buckets Workbook
Second Edition: 2018
John Pearson



2017
Lessons From the Nonprofit Boardroom
Second Edition: 2018
Dan Busby and John Pearson

NEW IN 2019!



2019
Lessons From the Church Boardroom: 40 Insights for Exceptional Governance
Dan Busby and John Pearson



2019
ECFA Tools and Templates for Effective Board Governance: Time-Saving Solutions for Your Board
Dan Busby and John Pearson



2019
Lessons From the Nonprofit Boardroom: Effectiveness. Excellence. Elephants!
Dan Busby and John Pearson

To read a book review (and order the book), click on "Archives" at https://urgentink.typepad.com/my_weblog/ or Google "[book title], John Pearson's Buckets Blog"

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“Vision without execution
is delusion.”

Peter Drucker



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Your Weekly Staff Meeting is emailed free one to three times a month to subscribers, the frequency of which is based on an algorithm of book length, frequent flyer miles, and client deadlines.

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*Read more...

John Pearson’s “Ideal Bookcase”

https://urgentink.typepad.com/my_weblog/2013/04/johns-ideal-bookshelf.html

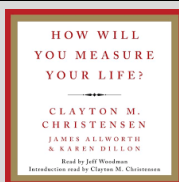
Fill in your list here...

My All-Time Top-10 Book List

TITLE	AUTHOR	DELEGATE READING TO:	NOTES:
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

*See “My Ideal Bookshelf” recommendations from six leaders/readers at:

https://urgentink.typepad.com/my_weblog/2013/05/readers-ideal-bookshelves.html



“Do not set out to live a well-read life but rather *your* well-read life. No one can be well-read using someone else’s reading list.”

The Little Guide to Your Well-Read Life: How to Get More Books in Your Life and More Life from Your Books, by Steve Leveen