



Simone Morris  
ENTERPRISES LLC  
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# Top 30 Books to Boost Career Progress!



WE'LL  
HELP YOU  
**explore**  
AND GROW YOUR CAREER.

# Top 30 Book Recommendations

Whether you're looking to find a new job or want to grow your leadership and career skills, I can help. I have picked out helpful books to help you reach these professional goals. These listed books cover topics from self-branding, authenticity, and amplifying your voice to being a leader and facing your fears.



# Top 30 Book Recommendations

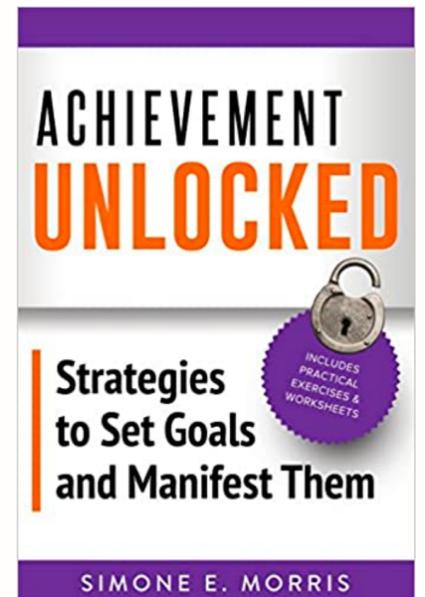


1

## Achievement Unlocked, Strategies to Set Goals and Manifest Them

Simone E. Morris

This book focuses on the process of setting and accomplishing goals. In it, you will get strategies and tips for creating a roadmap for your life entirely designed by you. Anecdotal stories, formulas, and templates support your learning journey. "Achievement Unlocked", written by Simone E. Morris, provides easy to follow strategies and tools to set, achieve, and celebrate goals at work, in your business or in your personal life. According to the author, "Without goals, we travel in a direction that's uncharted. We allow life to happen to us without our input."

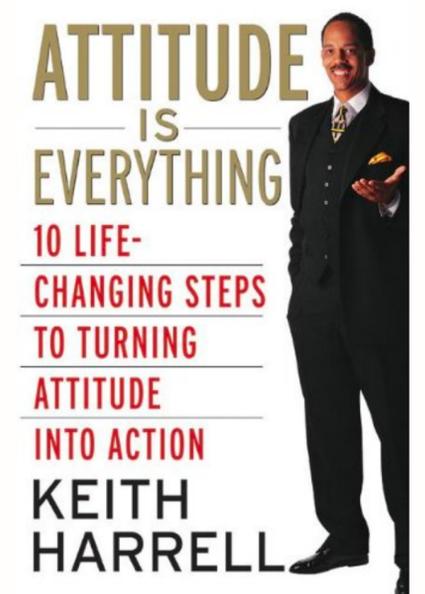


2

## Attitude Is Everything

Keith Harrell

Mega-successful motivational speaker profiled in the Wall Street Journal, Keith Harrell shows how to put good attitude to work to get ahead in all aspects of life. He regularly inspires Fortune 500 companies with a 100% satisfaction rate. His message is simple yet powerful: Attitude, whether positive or negative, has the power to impact on an organization's or individual's success. Harrell teaches readers techniques for maintaining a powerful positive attitude in order to get ahead in life.

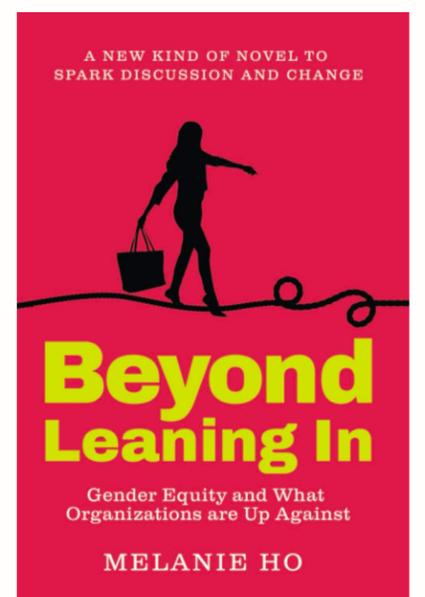


3

## Beyond Leaning In

Melanie Ho

BEYOND LEANING IN is a different kind of business book—based on research, but told as a novel and designed to spark discussion among friends, family, classmates, and co-workers across genders and generations. Through the perspective of female and male characters across generations, readers gain new insights about why gender gaps are so hard to close despite our best intentions. We are inspired to think differently about what both individuals and organizations must do to ensure all employees thrive.

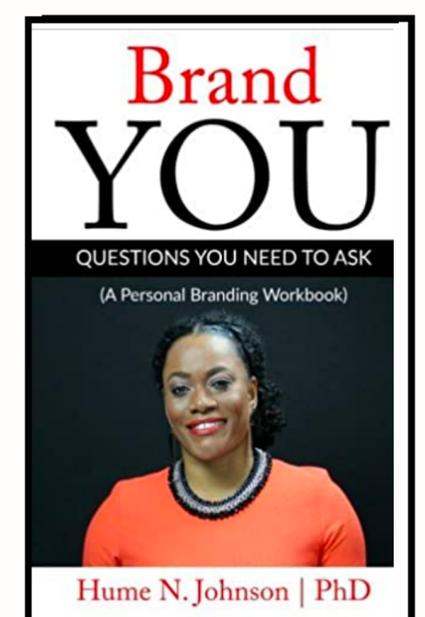


4

## Brand You

Dr. Hume Johnson

Whether you are a mid-career professional looking to change jobs, or trying to access new career opportunities, a new college graduate seeking to establish yourself in your field or self-made entrepreneur trying to build your business, the Brand YOU personal branding workbook is the blueprint. This personal branding audit takes you through a series of questions that teaches you: - how to discover and define your unique personal brand, - how to assess your special strengths and build a compelling personal brand, and - how to access opportunities that can take your brand to the next level.



# Top 30 Book Recommendations

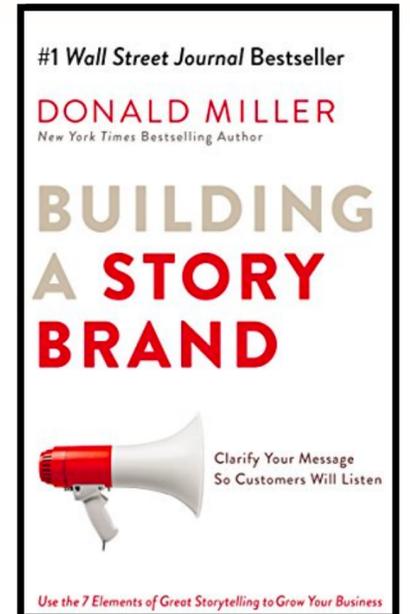


5

## Building a StoryBrand

Donald Miller

New York Times best-selling author Donald Miller uses the seven universal elements of powerful stories to teach listeners how to dramatically improve how they connect with customers and grow their businesses. Donald Miller's StoryBrand process is a proven solution to the struggle business leaders face when talking about their businesses. This method provides listeners with the ultimate competitive advantage, revealing the secret for helping their customers understand the compelling benefits of using their products, ideas, or services.

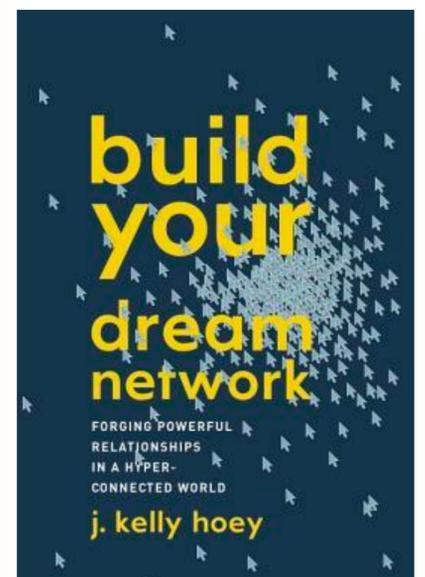


6

## Build Your Dream Network

Kelly Hoey

In Build Your Dream Network, acclaimed business columnist and networking expert J. Kelly Hoey offers a fresh new approach to mastering this timeworn skill in a world where everyone is posting, liking, and friending fast and furiously, but many are failing to leverage their connections successfully. Hoey presents innovative strategies for forming strong relationships—the genuine, mutually beneficial, long-lasting kind—using all of the social tools at your disposal. She also reveals creative and surprisingly simple ways to harness the power of your network to accomplish any ambition, from landing your dream job or a coveted account or client to successfully crowdfunding a new business venture.

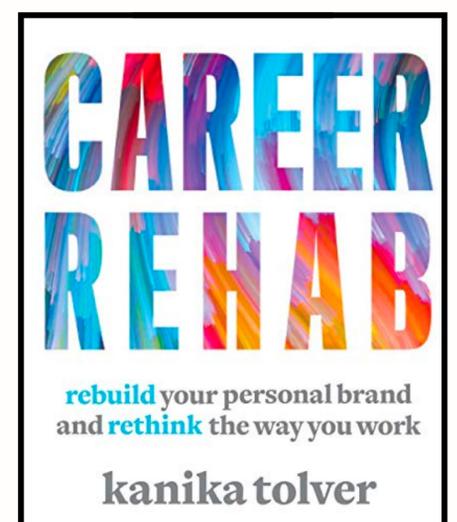


7

## Career Rehab

Kanika Tolver

In Career Rehab, professional career and life coach Kanika Tolver helps listeners strip away what's holding them back to create the career of their dreams. Listeners will learn how to: overcome fear to pursue their dreams and change careers as part of a strategic plan; develop a unique career brand; apply to companies and organization where they can develop a career brand; create an online brand presence on social media that grows a deep professional ethos and network; market an authentic career brand; harness the power of non-traditional jobs as a springboard to entrepreneurship; sell their brand-offering expertise and skills; define and execute a career trajectory for the long run; and create an expertise-based business plan to open the door to personal and financial freedom.

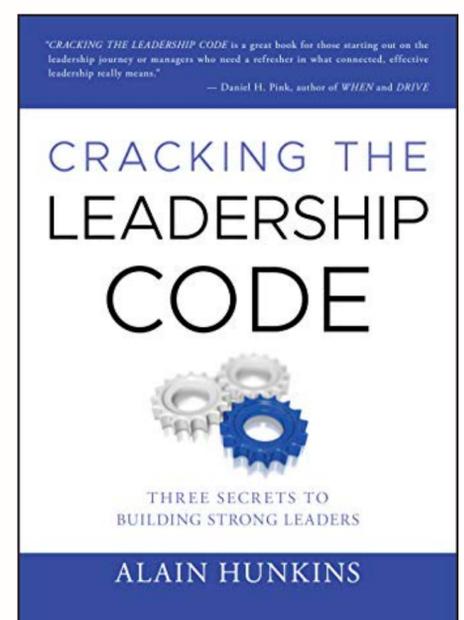


8

## Cracking the Leadership Code

Alain Hunkins

Cracking the Leadership Code shares the valuable principles and practices that Hunkins developed and refined during the 20-plus years he's worked with leaders. Hunkins offers a new operating model for organizational leadership that will help your teams thrive in a 21st-century economy. When you learn from the author's insightful experiences working with organizations around the world, you can accelerate your leadership development and become the leader you've always aspired to be.



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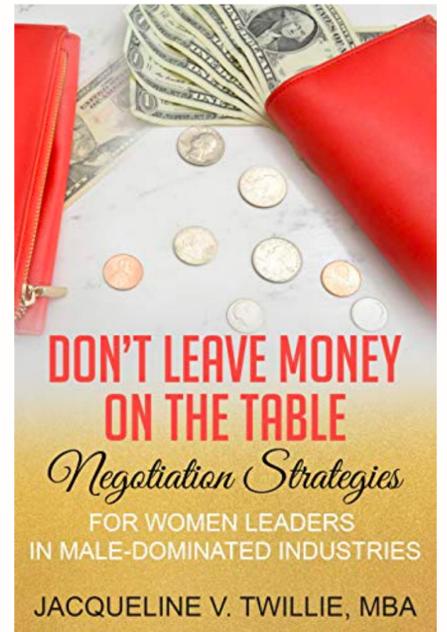


9

## Don't Leave Money On The Table

Jacqueline Twillie

Inside the book, you'll learn the LATTE Method which is a proven negotiation framework that is a foundational strategy for communicating effectively. You will also learn the 5-point framework to develop a win/win negotiation for business deals and salary negotiations. The book provides actionable strategy and tactics for women leaders who negotiate and you will gain insights into best-practices for women to avoid backlash while claiming power and articulating characteristics that add value. Negotiation is a conversation, not a battle, explore the tactics to walk away from a negotiation with both parties looking forward to the next negotiation.

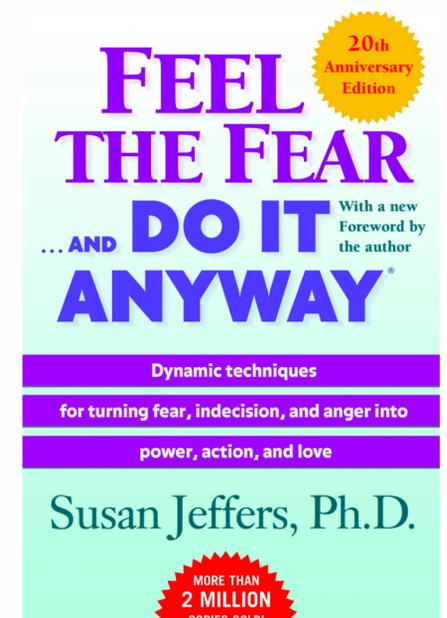


10

## Feel the Fear...And Do It Anyway

Susan Jeffers

This book teaches how to let go of negative programming, say "yes!" to all circumstances, raise your level of self-esteem, and become more assertive. Through the process Susan has laid out, you'll discover that fear is simply a fact of life, not a barrier to success. Get ready to take control and move ahead with your life. Feel the fear...and do it anyway!

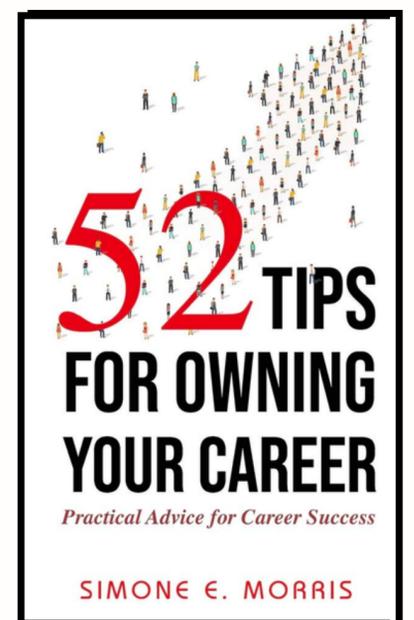


11

## 52 Tips for Owning Your Career

Simone E. Morris

Each and everyone of us deserves to be happy in our careers. Part of that happiness comes from taking full ownership of your career. This book's message builds on the importance of being in the driver's seat for one's career. Career Coach, Simone E. Morris provides 52 practical tips for taking control of your career. She outlines her eight-step formula and associated tips to achieve your career goals. Get ready for tips you can immediately implement.



12

## Launch Your Brand

Ramon Peralta

In *Launch Your Brand*, Ramon Peralta will share how he went from laid-off employee to business owner and his brand strategies that will help to differentiate your business from your competitors. He will identify things you can do that will provide the best return on your time, money and effort to strengthen your brand such as: how to create a visual brand identity and brand story, the importance and value in having a brand launch strategy, delivering a consistent message that stays on brand, increase sales by increasing your online presence & more!



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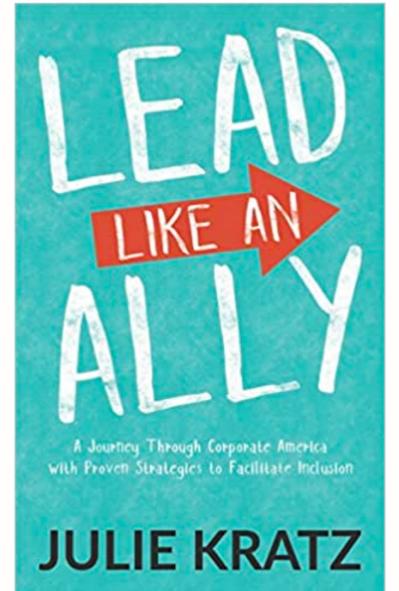


13

## Lead Like An Ally

Julie Kratz

Lead Like an Ally facilitates positive change by including six leadership strategies, such as clean up the culture, stretch talent equally, establish ally networks, manage meeting behavior, promote belonging, and measure success. Lead Like an Ally provides proven strategies, teaching leaders how to be inclusive with its companion manager tool kit to facilitate sustained success.

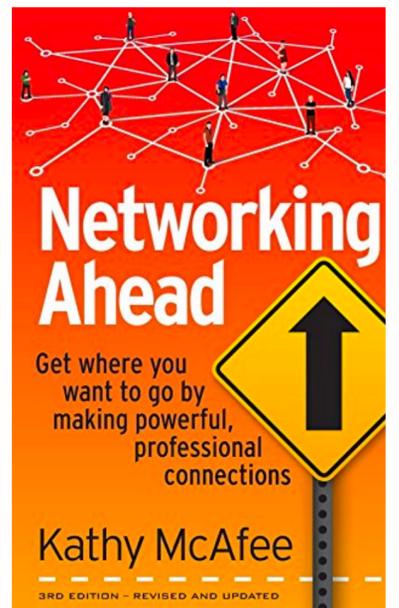


14

## Networking Ahead

Kathy McAfee

Networking Ahead is the best guide for building more mutually beneficial relationships to create more opportunities for personal, professional and business growth. Written with a playful automotive theme, this 3rd edition is packed with real life examples, stories, and actionable instructions helping the reader shift into a higher gear of business growth and career development through networking. This is a 'must read' by anybody seeking to advance their career, cultivate higher level prospects and connections, turn a small business into a fast growing success, create a pipeline of fans and supporters, and even land a better job.

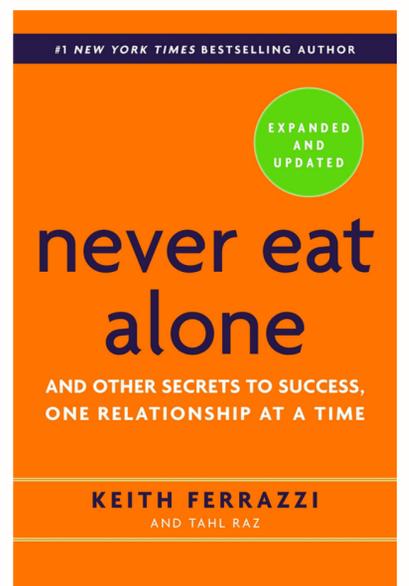


15

## Never Eat Alone

Keith Ferrazzi

In Never Eat Alone, Ferrazzi lays out the specific steps—and inner mindset—he uses to reach out to connect with the thousands of colleagues, friends, and associates on his contacts list, people he has helped and who have helped him. In the course of this book, Ferrazzi outlines the timeless strategies shared by the world's most connected individuals, from Winston Churchill to Bill Clinton, Vernon Jordan to the Dalai Lama. Chock-full of specific advice on handling rejection, getting past gatekeepers, becoming a "conference commando," and more, this new edition of Never Eat Alone will remain a classic alongside How to Win Friends and Influence People for years to come.

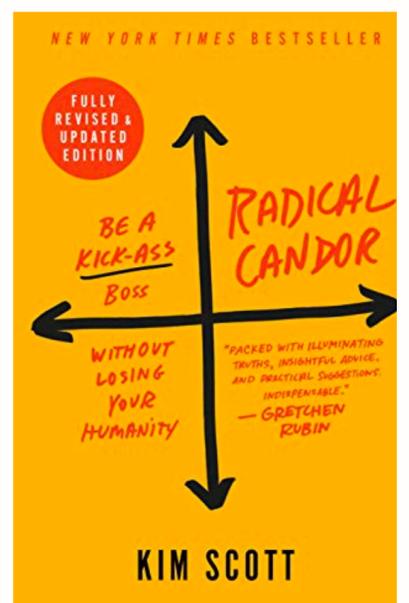


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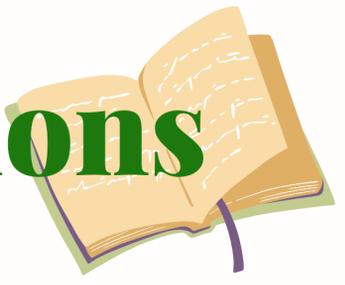
## Radical Candor

Kim Scott

Radical Candor is about caring personally and challenging directly, about soliciting criticism to improve your leadership and also providing guidance that helps others grow. It focuses on praise but doesn't shy away from criticism - to help you love your work and the people you work with. Radical Candor has been embraced around the world by leaders of every stripe at companies of all sizes. Now a cultural touchstone, the concept has come to be applied to a wide range of human relationships.



# Top 30 Book Recommendations

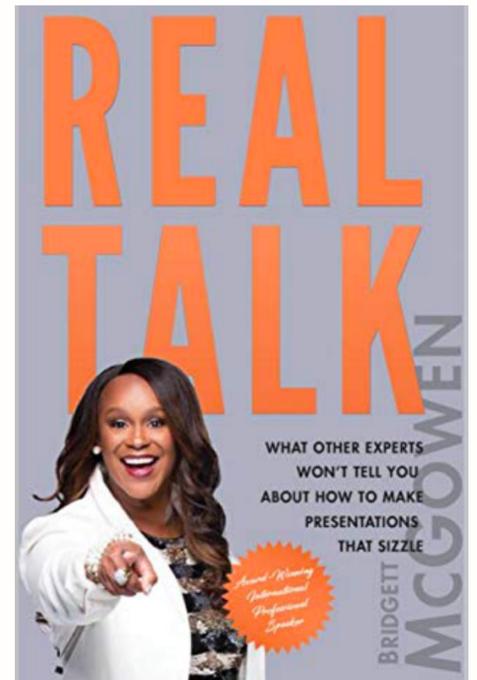


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## Real Talk: What Other Experts Won't Tell You About How to Make Presentations That Sizzle

Bridgett McGowen

REAL TALK details, step-by-step, what to do in your presentations so you look and sound like a master on the mic. REAL TALK goes a step further and also details what not to do and provides the rationale behind every recommendation. Get a full understanding of how to embrace the four pillars of how you look, how you sound, what you say, and how you say it so every presentation you make is consistently dynamic and enthusiastically received by your audiences. REAL TALK is a 2020 Next Generation Indie Award Finalist in the "How To" Non-Fiction category.

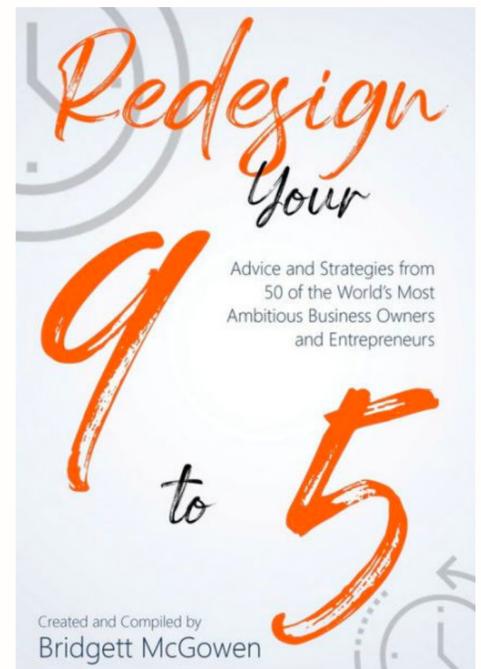


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## Redesign Your 9-to-5

Bridgett McGowen

If you have ever thought of launching your own business either as a side gig or as a full-time passion, forever changing how your 9-to-5 looks, then this book is for you. In Redesign Your 9-to-5, you get advice from 50 of the world's most ambitious business owners and entrepreneurs. They tell of how they made the decision to put up the "open" signs to their physical or virtual shops, and they detail for you both the challenges and successes associated with being your own boss.

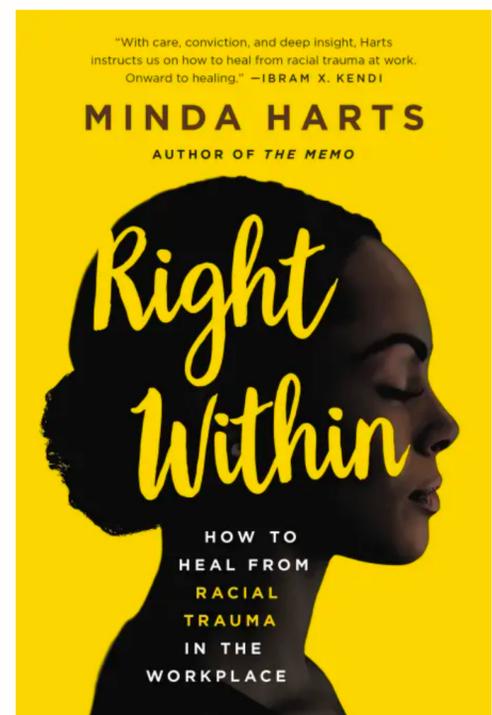


19

## Right Within: How to Heal from Racial Trauma in the Workplace

Minda Harts

Right Within offers strategies for women of color to speak up during racialized moments with managers and clients, work through past triggers they may not even know still cause pain, and reframe past career disappointments as opportunities to grow into a new path. Through action points, exercises, and clear-eyed coaching, Harts encourages women to summon hidden reserves of strength and courage. She includes advice from therapists and faith leaders of color on a full range of ways to heal. Right Within will help women of color strengthen their resolve across corporate America, ensuring that we can all, finally, rise together.



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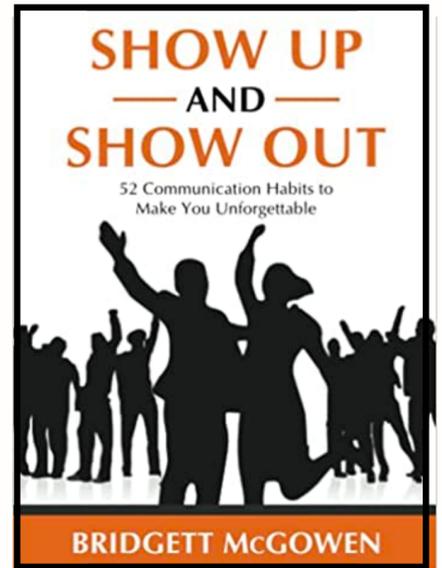


20

## Show Up and Show Out

Bridgett McGowen

Show Up and Show Out: 52 Communication Habits to Make You Unforgettable empowers you to take control of HOW YOU LOOK, HOW YOU SOUND, WHAT YOU SAY, and HOW YOU SAY IT so your image and message consistently create the kind of impression you want to make and has others taking notice. When you show up, you are not only physically present but also mentally and emotionally present. You have a presence that makes you truly unforgettable for all the right reasons. And when you show out, you are "on" at all the right times and are the very best version of yourself. Forego being common and ordinary and, instead, be uncommonly extraordinary. Put a habit in place each week, and watch your transformation over the year. It's time to step up. It's time to speak up. It's time to show up and show out!

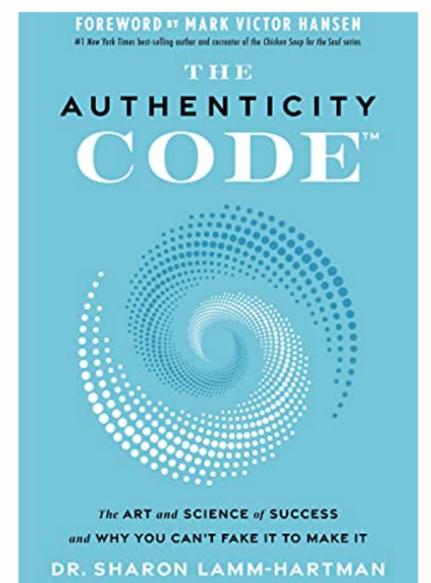


21

## The Authenticity Code

Dr. Sharon Lamm-Hartman

In this book, Dr. Sharon offers proven practical tools for your own life and career. The effectiveness of these tools is proven from the over 20 years that Dr. Sharon's company, Inside-Out Learning, has been teaching them to their Fortune 500, mid-, and small-size business clients. Results across thousands of clients include getting promoted, landing a dream job, significantly increasing sales and revenue, developing confidence and loyalty, greatly enhancing professional, leadership, and communication skills, and improving your personal life. The promotion rate for individuals is 50-80% within a year of completing one of Inside Out Learning's 3- to 5-day programs. Now you have the opportunity to achieve these exceptional results in an easy-to-read book format.

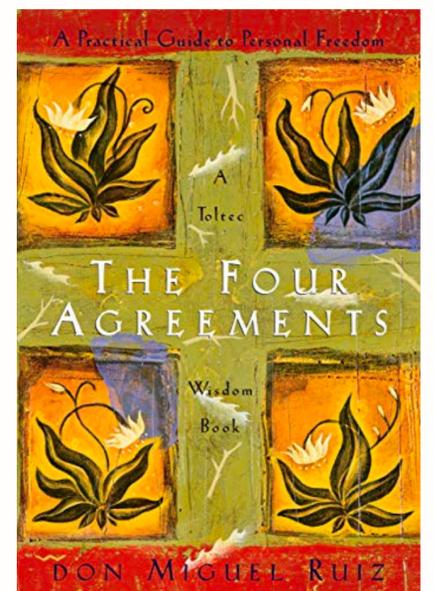


22

## The Four Agreements

Don Miguel Ruiz

Miguel Ruiz reveals the source of self-limiting beliefs that rob us of joy and create needless suffering. Based on ancient Toltec wisdom, The Four Agreements offer a powerful code of conduct that can rapidly transform our lives to a new experience of freedom, true happiness, and love. Ruiz distills essential Toltec wisdom, expressing with clarity and impeccability what it means for men and women to live as peaceful warriors in the modern world.

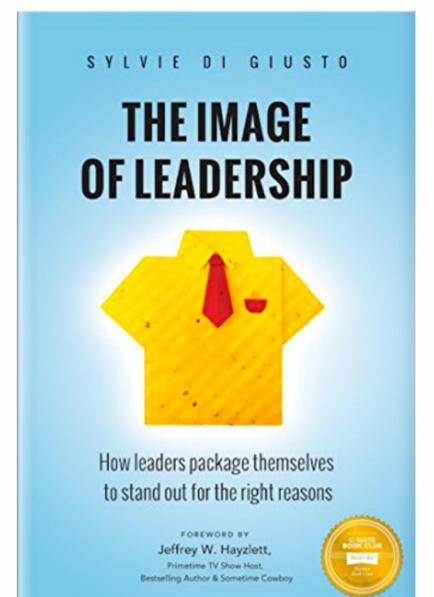


23

## The Image of Leadership, How Leaders Package Themselves To Stand Out For The Right Reasons

Sylvie di Giusto

This book will take you step-by-step through the development of your professional imprint. The focus will be on all of those things that people perceive about you, with an emphasis on your appearance and your image. You'll encounter hard data drawn from Sylvie's research and she also shares countless stories from her 20 years of experience in corporations around the world, while she will prove her theories with people who are currently in the public eye.



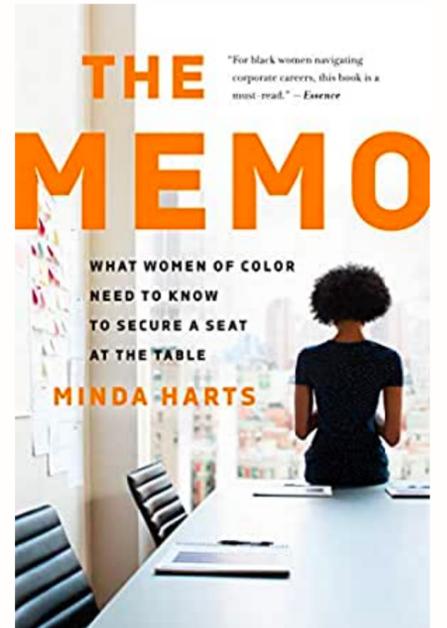
# Top 30 Book Recommendations



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## The Memo Minda Harts

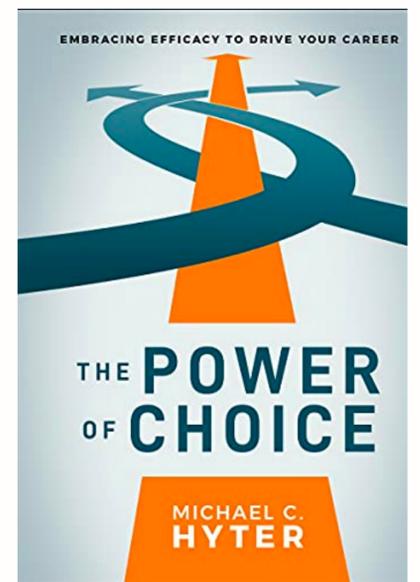
From microaggressions to the wage gap, *The Memo* empowers women of color with actionable advice on challenges and offers a clear path to success. In *The Memo*, Minda Harts offers a much-needed career guide tailored specifically for women of color. She acknowledges "ugly truths" that keep women of color from having a seat at the table in corporate America. Providing straight talk on how to navigate networking, office politics, and money, while showing how to make real change to the system, *The Memo* offers support and long-overdue advice on how women of color can succeed in their careers.



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## The Power of Choice Michael Hyter

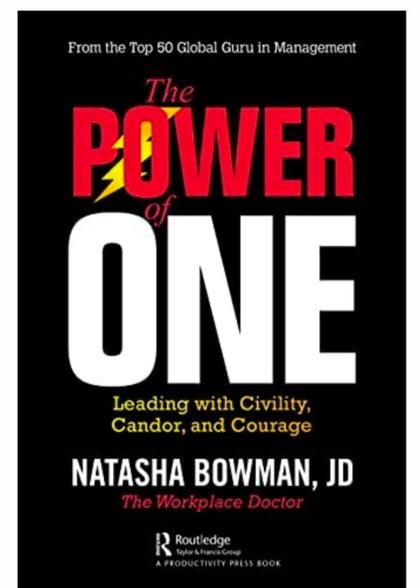
This book provides answers to the questions you might face as you immerse yourself in an often confusing and challenging workplace culture. It is about how to take informed personal responsibility for your career. Inside, you'll find an open and frank discussion of how you can make deliberate choices about who you are and how to represent yourself in your career. You'll learn how to open doors for yourself, choose what's important to you, and decide how you will achieve your goals.



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## The Power of One Leading With Civility Candor and Courage Natasha Bowman

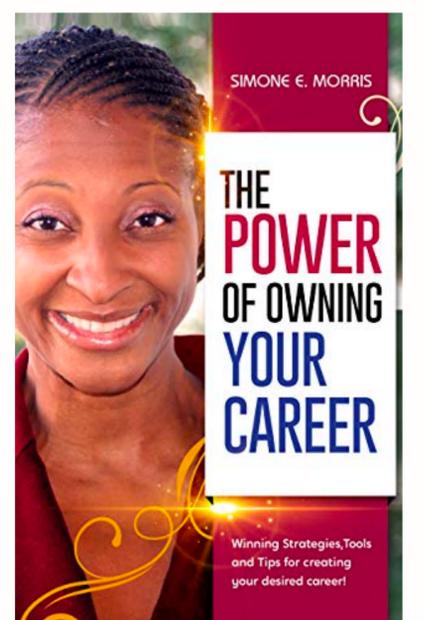
This book is a journey of personal power and intentional influence. The key to understanding how to tap into your own individual power and influence is through Natasha's framework: civility, candor, courage, and consciousness. One person CAN make a difference in all aspects of their life, and Natasha provides a helpful guide, through powerful examples, to show you the path to embracing your incredible Power of One.



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## The Power of Owning Your Career Simone E. Morris

This book will give you the opportunity to recognize that you are in full control of your career and that you can craft your own roadmap to success. In the book, Simone shares her career journey, highlighting experiences that led her to the revelation that she was indeed in control of her destiny. Simone outlines a formula you can use to successfully own your career and provides insights and wisdom from diverse leaders about their own career journeys. This career management guidebook not only outlines the importance of taking ownership of your career, but will give you a process for doing so, taking a deep dive into the mindsets and behaviors you can adopt to find success while fulfilling your higher purpose.



# Top 30 Book Recommendations

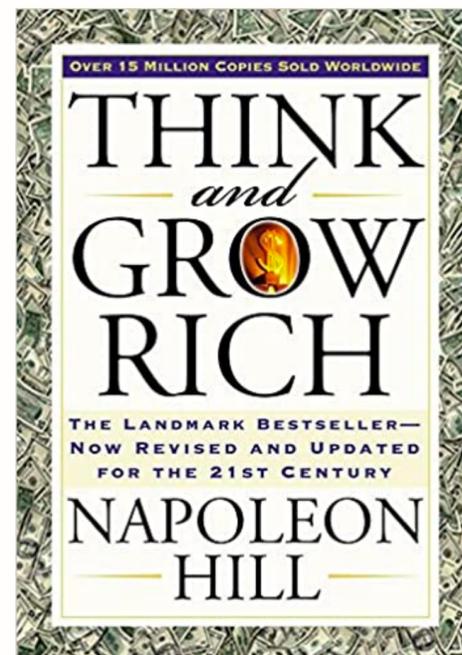


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## Think and Grow Rich

Napoleon Hill

A bestseller since it was originally published in 1937, this hardcover edition of Napoleon Hill's *Think and Grow Rich* teaches the famous Andrew Carnegie formula for money-making, based on the 13 proven steps to riches. One of the most popular personal development and self-improvement books of all time, *Think and Grow Rich* has sold over 100 million copies worldwide since its first publication during the Great Depression. In it, Napoleon Hill presents a "Philosophy of Achievement" in 13 principles drawn from the success stories of such greats as Andrew Carnegie, Henry Ford, Thomas Edison, and other millionaires of his time.



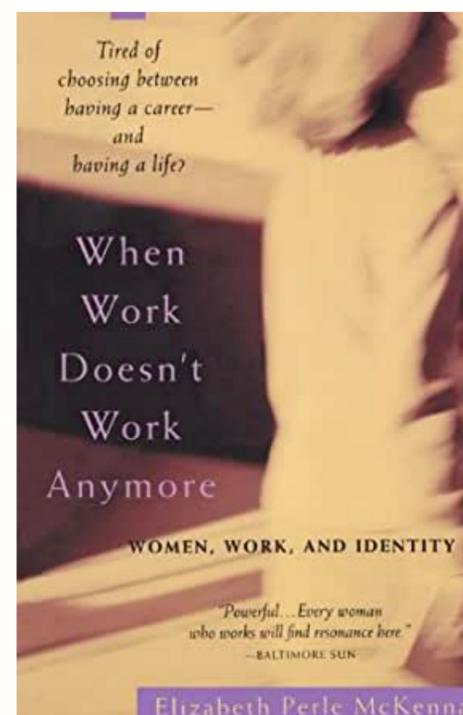
29

## When Work Doesn't Work

Anymore

Elizabeth Perle Perle McKenna

In this groundbreaking book, Elizabeth Perle McKenna challenges the outdated system of work for professional women, and encourages readers to re-examine work as their sole identities, and, if they are unhappy, to allow room for their Lives. Based on original research and containing hundreds of interviews with prominent working women, this book exposes the inherent conflict between the way work traditionally is structured and rewarded, and what women desire and value in their lives. More important, it suggests new ways for women to identify their values, reclaim their identities, and define success on their own terms. Liz Perle McKenna deconstructs the myth that women can have it all, and shows that they risk true happiness until they give up that impossible ideal.

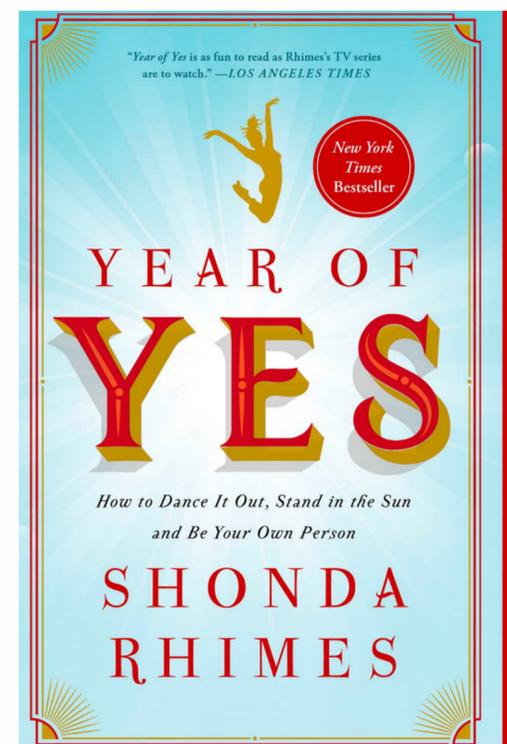


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## Year of Yes

Shonda Rhimes

The megatalented creator of *Grey's Anatomy* and *Scandal* and executive producer of *How to Get Away with Murder* chronicles how saying yes for one year changed her life. With three hit shows on television, Shonda Rhimes had lots of good reasons to say no when an unexpected invitation arrived. Hollywood party? No. Speaking engagement? No. Media appearances? No. However, just for one year, she tried to say yes to the unexpected invitations that came her way. The result was nothing short of transformative. In *Year of Yes*, Shonda Rhimes chronicles the powerful impact saying yes had on every aspect of her life - and how we can all change our lives with one little word. Yes.



# Work With Simone



## Who Is Simone?

Simone Morris is a certified coach who specializes in providing coaching to empower women to get in the driver's seat for their careers. She has a background that includes over two decades in Corporate America spanning information technology, commercial strategy and human resources (diversity and inclusion). She is the CEO of Simone Morris Enterprises LLC, a certified minority and women-owned business enterprise that provides consulting, training, coaching, and speaking services. Simone's thought leadership can be found on various platforms (Glassdoor, Leadercast, Smart-Recruiters, Social-hire, and BambooHR) and she is also the author of *The Power of Owning Your Career: Winning Strategies, Tools and Tips for Creating Your Desired Career*.

## Hire Simone as Your Career Coach

### **Coaching with Simone offers you:**

- Time and space to get clear on your career goals.
- The opportunity to build your confidence to make yourself a priority and articulate the support you need from others to realize your career goals.
- Ways to improve communication skills to arrive at win/win solutions for your next career chapter.
- A process to amplify your voice and embrace your authentic identity in your career.
- A career plan to transform your career.
- Tools & Strategies to update your career brand and claim the driver's seat in your career.

**Ready to take the next step to owning your career?**

**Book Your Career  
Breakthrough Call Now!**

[www.careerbreakthroughcall.com](http://www.careerbreakthroughcall.com)

# More Resources to Grow Your Career

Tap into more than 100 episodes of free career wisdom!



## **The Power of Owning Your Career Podcast**

Empowering, inspiring, motivating interviews with leaders who demonstrate they are in the driver's seat for their careers. Gain insights on how to level up in your career with authentic advice and resource sharing to get you in the driver's seat for a successful career. Join Host Simone E. Morris for your dose of career empowerment and accountability.

Listen to the Podcast

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Join the LinkedIn Group

The Power of Owning Your Career

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FIND OUT MORE ABOUT OUR  
COACHING PROGRAMS

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