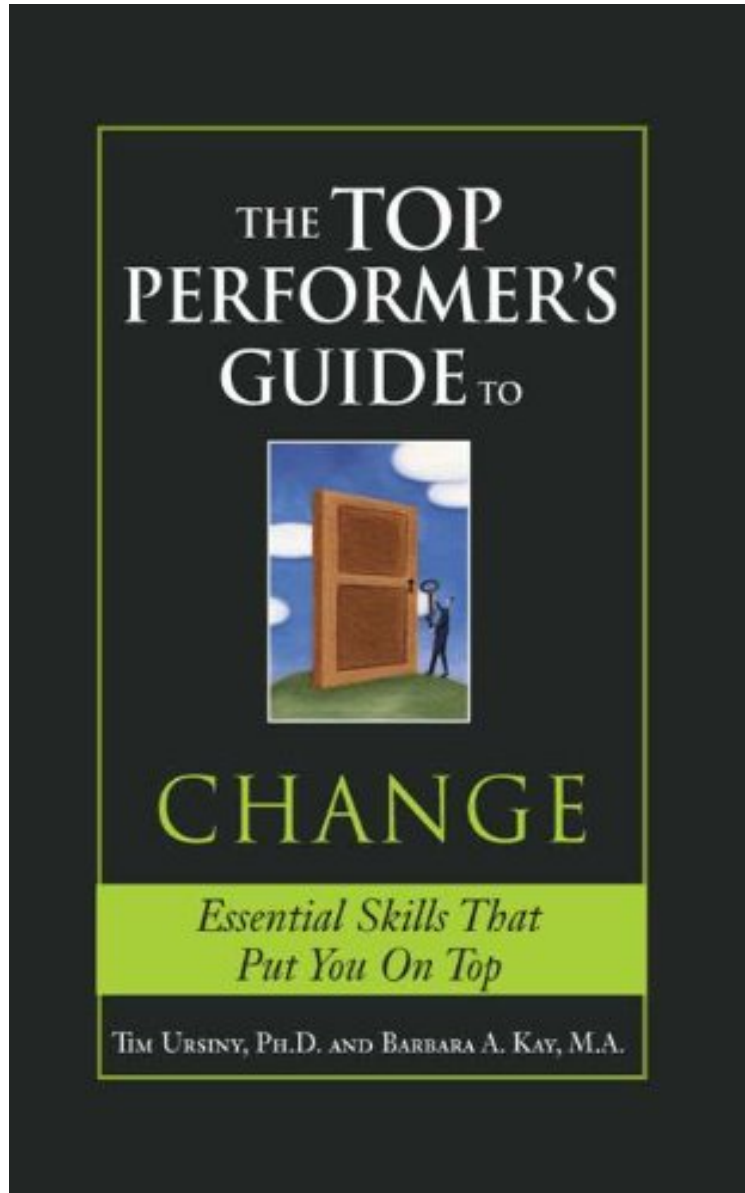


(Free pdf) Top Performer's Guide to Change (Top Performers)

Top Performer's Guide to Change (Top Performers)

Tim Ursiny, Barbara A. Kay

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Tim Ursiny, Barbara A. Kay : Top Performer's Guide to Change (Top Performers) before purchasing it in order to gage whether or not it would be worth my time, and all praised Top Performer's Guide to Change (Top Performers):

1 of 1 people found the following review helpful. An Easy to Read Book About an Important TopicBy CustomerThe other day, I picked up a little book called The Top Performers Guide to Change: Essential Skills That Put You on Top. If you've read my book 4 Secrets of High Performing Organizations, you know that I am interested in high performance. Effective change management is often one of the biggest impediments to high performance.In The Top

Performers Guide to Change, authors Tim Ursiny and Barbara Kay do a good job of summing up important ideas about change and change management in a concise manner. The book's seven chapters are only 116 pages - perfect airplane reading. At the end of each chapter, Dr. Ursiny (or Dr. Tim as he refers to himself) and Ms. Kay provide several reflection questions that help readers apply the points in the chapter to their personal situations. For example, Chapter 4, Increasing Your Luck During Times of Change, ends with these reflection questions: * When was the last time you felt really lucky? What did you believe or feel at the time that might have added to your luck? What actions did you take that may have increased your luck? * Think of a situation that you are avoiding that could possibly create some great opportunity for you. What step could you take toward that opportunity? * How might you apply the concepts of immunization, rebound, hardiness and adaptability (all discussed in the chapter) to train yourself in building psychological immunity to the effects of change? I like this approach, as it encourages active involvement on the part of the reader. Books, by their very nature, are an asynchronous form of communication. By including these reflection questions, Dr. Ursiny and Ms. Kay do their best to engage the reader and get him or her to take action. I also liked the appendix. In the introduction to the Appendix, Dr. Ursiny and Ms. Kay say: * "In this appendix we bring together the most important elements in each chapter to help you create a plan for dealing with change. We have written this appendix to mirror the chapters in the book so that you can return to that chapter if you need clarification or more information." Readers with little time might want to begin with the appendix as it highlights the important points of each chapter and is a guide for creating a personal plan for dealing with important changes. In short, The Top Performers Guide to Change is a nice little book. It is a concise guide to treating change as an opportunity and not an obstacle. It's a quick read, that's well worth your time -- especially if you are dealing with change in your life and career. [...]

Top performers just like you face change every day. In our fast-paced business world, you must know how to adapt to change quickly and seamlessly. The Top Performer's Guide to Change is your essential change handbook, giving you the tools you need to manage change and come out on top. Discover: --Why you must know how to handle change-- How to increase your "luck" in changing times--What dangers lurk in every change--How to adapt and take charge--Secrets to impacting and leading others--Tools to guide you during change Top performers are champions of change. You are just a short read away from mastering this essential skill.

From the Back Cover? Change Is Not an Obstacle, It's an Opportunity Top performers just like you face change every day. In our fast-paced business world, you must know how to adapt to change quickly and seamlessly. The Top Performer's Guide to Change is your essential change handbook, giving you the tools you need to manage change and come out on top. Discover: --Why you must know how to handle change--How to increase your ?luck? in changing times--What dangers lurk in every change--How to adapt and take charge--Secrets to impacting and leading others--Tools to guide you during change Top performers are champions of change. You are just a short read away from mastering this essential skill. About the Author Tim Ursiny is the CEO of Advantage Coaching Training. He is a coach/trainer specializing in helping people reach peak performance, great relationships, and personal happiness. Dr. Tim regularly speaks for Fortune 500 companies wanting workshops that are practical yet entertaining. He also coaches CEOs, executives, sales professionals, and others on a variety of subjects related to performance and life satisfaction. Dr. Tim's previous books include The Confidence Plan: How to Build a Stronger You, The Coach's Handbook, and The Coward's Guide to Conflict, which is currently in its third printing and has been translated into several foreign languages. He is currently writing a series of books called What Top Performers Know about... This is the first of that series. Other topics include conflict and public speaking skills. He lives in Wheaton, Illinois, with his wife, Marla, and his three sons, Zach, Colton, and Vance. Dr. Tim can be reached at Drtim@advantagecoaching.com. Barbara A. Kay, MA, LPC, RCC Barbara Kay is an executive coach and trainer with Advantage Coaching Training. She combines her business and professional psychology background to bring excellence, achievement, growth, and fulfillment to individuals and organizations. Barbara coaches individuals, entrepreneurs, and executives to develop their talents and energize their success. In her work with large and small organizations, Barbara trains teams in a wide variety of areas including communication, coaching, conflict, and change. Her goal is to develop dynamic, fun, and powerful teams. She has published articles in professional publications and speaks for corporate groups and professional associations. The Top Performer's Guide to Change is Barbara's first book. In her free time, Barbara volunteers in her church and enjoys family time with her husband, Bob, and sons, Tom, William, and Charles. Excerpt. copy; Reprinted by permission. All rights reserved. ?Chapter 1 Why Top Performers Must Know How to Deal with Change "Nothing endures but change." -Heraclitus How do you feel when something in your life shifts dramatically? People differ greatly when it comes to their reaction to change. Some people love it; they thrive on new opportunities and events. Other people hate the twists and turns of change; they are most content when everything stays the same. What kind of person are you? Do you roll with the punches pretty well? Do you find that new situations and events bring variety and excitement? Or are you more unsettled by change? Perhaps transitions are difficult and you feel disrupted when your routine is disturbed. If you don't know, think about

how you felt the last time that you were surprised by an announcement of change at work, got a new project, or shifted to another boss. Did you find yourself thinking about the future and new opportunities, or feeling loss or fear over what changed?