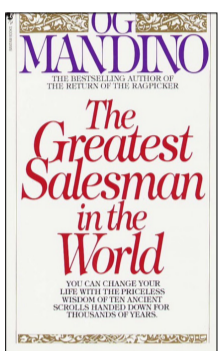


Books to Help Be **Your Best Self:** At Work and at Home

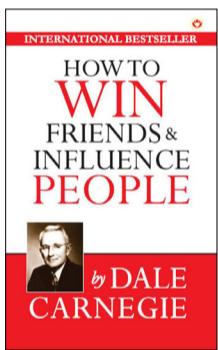
Whether you're communicating in person or online, one thing is always important: your tone and the way you say something matters. Check out these books for suggestions on ways that you can have successful, positive conversations, personally and professionally.



The Greatest Salesman in the World

(Og Mandino)

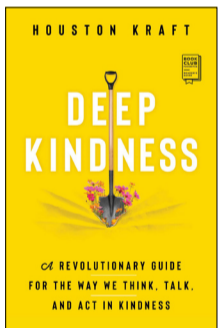
Over 4 million copies of this little book have been printed since it was first published in 1968. Its message of how to succeed in sales while still being true to yourself is one that anyone can apply to their personal lives as well.



How to Win Friends and Influence People

(Dale Carnegie)

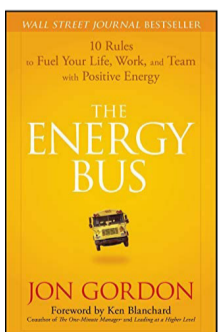
The principles shared in this book have been used by millions of people around the world as a way to become their best selves.



Deep Kindness: A Revolutionary Guide for the Way We Think, Talk, and Act in Kindness

(Houston Kraft)

This book illustrates how to close the gap between our inherent belief in kindness and how to put our intentions into action.

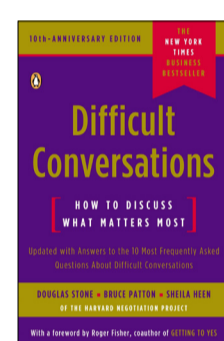


The Energy Bus: 10 Rules to Fuel Your Life, Work, and Team with Positive Energy

(Jon Gordon)

Gordon shares insights and examples on how the power of positivity can help you overcome adversity, in your private and business lives.

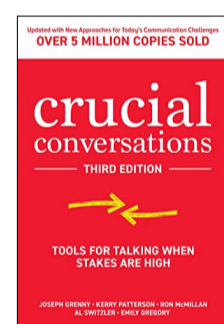
Empower Every Conversation



Difficult Conversations: How to Discuss What Matters Most

(Douglas Stone, Bruce Patton and Sheila Heen)

The authors, part of the Harvard Negotiation Project, provide a step-by-step approach for tough conversations.



Crucial Conversations: Tools for Talking When Stakes are High, Third Edition

(Joseph Grenny)

Over 5 million copies have been sold of this business classic written by international corporate consultants and leaders at Crucial Learning.

For more resources on how to be the best you can be in your career and life go to resources.buffiniandcompany.com.