



Thinking about...

Creating or Joining a Book Club?

Do you love to read? Do you enjoy talking about books you've read? If you're interested in discussing ideas relevant to your professional activities, consider a virtual book club made possible by a **social networking tool called inGenius**. You can **connect with readers within FAA** and share your thoughts on books you've read or are considering adding to your reading list.

Would you like to bring more creativity to your work projects or discuss how the best organizations in the country have tackled the challenges of the 21st century? You can comment on any online title found in Books 24x7 and respond to the comments of your colleagues. Use the **inGenius** feature to **discuss the same books and topics with your colleagues** and improve your job skills anywhere by downloading audio books. You can create a folder of titles that you recommend others to read.

Books 24x7 has many titles you may find relevant to your personal life, too, related to **work-life balance, career development, and general happiness**.

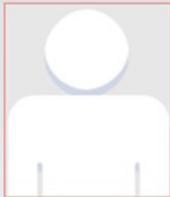
InGenius Recommendation

About *The 100 Absolutely Unbreakable Laws of Business Success*, one reader wrote:

"The laws are straightforward and easy to remember. They are useful in conversations and discussions. They are also motivational. The "start now" application is a great way to begin making a difference."

TRY THESE **inGENIUS** FEATURES

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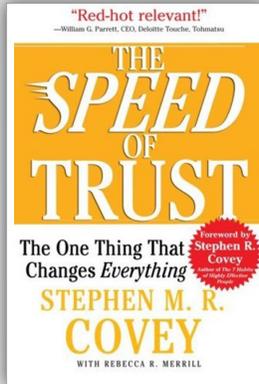
inGenius Profile

- **Personalize** your profile so your colleagues can get to know your reading interests.
- Enter keywords that describe your professional activities and expertise so that other colleagues can find you in their searches.

Why is InGenius Useful?

- Read titles specifically identified to be of interest to Federal employees.
- Create a **personal booklist** by creating your own personal folders.
- View a **virtual tour** to learn all the features that inGenius provides.

VISIT [BOOKS 24X7](#) TO FIND THESE TITLES WORTH TALKING ABOUT

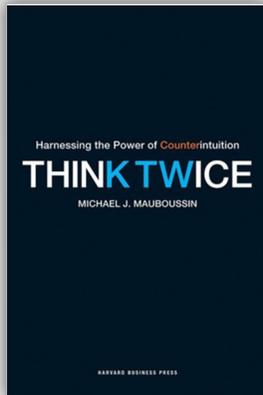


The Speed of Trust: The One Thing That Changes Everything

Stephen M.R. Covey

Audio book summary
Found in *Books 24x7*

- Discusses all the key tools to cultivate trust in relationships, while offering up the wisdom of other great leaders on the topic.
- Learn how to be an effective leader by **inspiring and extending trust**, and learn how you to assess your credibility based on character and competence.

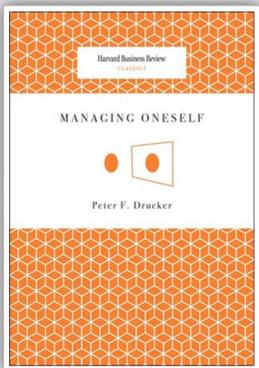


Think Twice: Harnessing the Power of Counterintuition

Michael J. Mauboussin

Print
Found in *Books 24x7*

- Learn how thinking twice allows you to avoid costly mistakes.
- This book focuses on the three steps of avoiding mistakes: preparation, recognition, and application.
- Loaded with common sense examples.

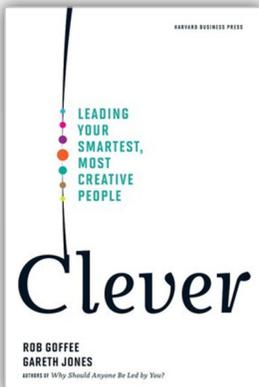


Managing Oneself

Peter F. Drucker

Print
Found in *Books 24x7*

- Read about how to recognize and **harness your strengths**.
- The author had a major influence on management thinking for many decades.



Clever: Leading Your Smartest, Most Creative People

Rob Goffee and Gareth Jones

Print
Found in *Books 24x7*

- Clever people can be anywhere, and you may be one of them.
- The Harvard Business Review collected their research on how to **recognize and lead clever employees**.
- Read stories about people who create the most value for their organizations.