

Altman, Josh

IT'S YOUR MOVE: My Million Dollar Method for Taking Risks with Confidence and Succeeding at Work and Life

The star of Bravo's hit TV series "Million Dollar Listing" reveals his trade secrets for success. Known to millions as "the Shark", Josh Altman has achieved success in extraordinary fashion, in a traditional industry, in the most competitive real estate market in the country. He worked for it. He figured it out. He failed. He learned. He wrote his own script. Josh argues that if you want to succeed in life, the key is informed, intelligent, CALCULATED confidence. Calculated confidence is training yourself in your chosen field to the point that you can trust your gut instincts; so that when key opportunities present themselves, you'll be ready to seize them. IT'S YOUR MOVE, grounded in street smart strategies and a positive approach to relationships, provides readers with all the right moves to make anyone a better, stronger and more successful salesperson, marketer, negotiator, business person, and closer! Josh Altman, real estate powerhouse of The Altman Brothers, is the top-producing agent at the famous Hilton & Hyland Brokerage and is ranked #22 in the country by *The Wall Street Journal* for having sales close to a billion dollars locally, nationally and internationally. Altman is known for representing high-profile clientele, from celebrities and top-tier athletes to international business mavens and high-net-worth individuals around the world. Altman's reputation precedes him with his record-breaking sales that headline the news, including a \$100 million dollar listing in Marina Del Rey, the most expensive one bedroom ever sold for \$21,500,000; the priciest lease in the history of Beverly Hills; the costliest condo sale in Santa Monica; and the highest price-per-square-foot home sold in the Hollywood Hills. He has become a pillar in the global real estate speaking circuit, mentors sales professionals worldwide and enjoys supporting a multitude of charities. **HarperOne Business**

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Barker, Eric

***MOST LIKELY TO SUCCEED**

Everything you know about success is wrong: Study hard? The average college GPA of an American millionaire is only 2.9. Be a people person? Most experts in their field identify as introverts, including 90% of top athletes. Have a good attitude? The most successful Silicon Valley entrepreneurs and top creative artists meet the diagnostic criteria for clinical mental disorders. Go to the best schools? The members of the Forbes 400 who skipped college or dropped out have twice the average net worth of those who graduated from Ivy League Schools. MOST LIKELY TO SUCCEED will explode the myths and look at the science behind what separates the extremely successful from the rest of us. It will teach you: why society's vision of perfection is a prescription for mediocrity; how to walk the tightrope between relentless self-confidence and delusion; when it's time to double down on your dreams and when to fold your cards. Eric Barker has combed scientific journals and books and interviewed more than 50 thought leaders, domain experts, and top tier academics to teach readers how to be more successful at work and at home. His blog, *Barking Up the Wrong Tree*, resonates with readers worldwide and major media outlets alike. Over 150,000 people subscribe to his weekly email update and his content is syndicated by *Time Magazine*, *The Week*, and *Business Insider*. Eric's work has been covered in *The New York Times*, *The Wall Street Journal*, *The Financial Times*, and he was a columnist for *Wired*. Eric was profiled in Reid Hoffman's *New York Times* #1 bestseller, *The Startup of You*. Apart from blogging, Eric has explored success hands-on in a diverse range of areas: fencing against the Russian Olympic team; helping guide the marketing of the bestselling Nintendo Wii; training in mixed martial arts with multiple UFC champions. As a produced screenwriter in Hollywood he wrote for 20th Century Fox, Sony Pictures, Spiderman creator Stan Lee and helped craft the Aladdin franchise for Walt Disney. He is a sough-after speaker and interview subject, and has been invited to speak at MIT, West Point, NPR, and on various TV programs. **HarperOne Business**

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Blanchard, Ken and Johnson, Spencer

THE NEW ONE MINUTE MANAGER

A revised edition of the timeless business classic—updated for the 21st century—to help readers succeed sooner in a changed world. For over thirty years, millions of managers, Fortune 500 companies, and small businesses worldwide have followed this concise, easy-to-read management method that demonstrates three practical secrets: One Minute Goals, One Minute Praisings, and One Minute Redirects, techniques that increase productivity, job satisfaction, and personal prosperity. The world has changed significantly since the initial publication of THE NEW ONE MINUTE MANAGER—employees want greater recognition and involvement, and organizations need to be more collaborative with swifter response times—so bestselling authors, Ken Blanchard and Spencer Johnson, have come together to update their classic for the modern reader seeking to effectively manage their work, and home life. Ken Blanchard, Ph.D., is the Chief Spiritual Officer of the Ken Blanchard Companies, and a highly sought-after author, speaker, and business consultant. His perennial international bestsellers include *Raving Fans*, *Gung Ho!*, and *Whale Done!* Spencer Johnson, M.D., is the author of numerous international bestsellers, including the #1 *New York Times* bestselling self-help classic, *Who Moved My Cheese?*. He received his M.D. from the Royal College of Surgeons and completed medical clerkships at the Mayo Clinic and Harvard Medical School. **William Morrow**

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(JS)

Davis, Josh, Ph.D.

TWO AWESOME HOURS: Harness Your Best Time, Get Your Best Work Done

We all know the problem: we don't have enough time, and we desperately need ways to be more efficient, productive and creative. There always seems to be a new plan to find more time to get things done. But what if our focus on finding MORE time has been misguided, and what we need to do is find BETTER time? By reading this book, you'll learn to use two awesome hours for peak productivity. TWO AWESOME HOURS draws on neuroscience and cognitive psychology to create the conditions to become more effective. Each chapter will have a concrete takeaway as Davis describes how the various internal brain processes work and how we can use that knowledge to our advantage and break away from functioning on automatic pilot. He explains the best order and condition in which to tackle mental tasks, the best foods to eat before each task, the best time of day, etc. Drawing on the newest research from neuroscience, TWO AWESOME HOURS is a truly unique book, with a highly appealing answer to an endemic problem. Josh Davis, PhD, is the Director of Research at the NeuroLeadership Institute (NLI), a global institute headed by CEO David Rock – author of *Your Brain at Work* – dedicated to synthesizing research and guiding its use in the business and leadership domains. Dash has been a member of the faculty at Barnard College of Columbia University since 2008, and his work has been reported on by numerous news outlets, domestic and international. **HarperOne Business**

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Galford, Robert

Frisch, Robert
Green, Cary

***SIMPLE SABOTAGE: A Modern Field Manual for Detecting and Rooting Out Everyday Behaviors that Undermine Your Workplace**

In 1944, the Office of Strategic Services (OSS)—predecessor of today's CIA—published a classified document titled the *Simple Sabotage Field Manual* designed to demoralize the enemy without being detected. One section was devoted to the methodical disruption of the enemy's organizations—in particular, their decision-making processes. Although the Manual has long been declassified, the sabotage tactics it outlines are no less corrosive than they were 70 years ago, and you can spot these acts of sabotage everywhere today—from companies to small businesses to volunteer committees. Some of them, no doubt, occur in yours: Insist on doing everything through channels; Make speeches. Talk as frequently as possible and at great length; When possible, refer all matters to committees; Bring up irrelevant issues as frequently as possible; Haggle over precise wordings of communications; Refer back to matters decided upon at the last meeting and attempt to reopen the question of the advisability of that decision; Advocate caution. Urge your fellow-conferees to avoid haste which might result in embarrassments or difficulties later on. This brief, clever book will outline the counter-sabotage measures anyone can use to root out and reduce the impact of each of these eight classic tactics of organizational sabotage. Robert M. Galford is the managing partner of the Center for Leading Organizations and coauthor of *The Trusted Advisor*, *The Trusted Leader*, and *Your Leadership Legacy*. He teaches executive education programs at the Columbia University Graduate School of Business, the Kellogg Graduate School of Management, and Harvard University. Bob Frisch is the managing partner of the Strategic Offsites Group and is considered among the world's leading strategic facilitators. He is the author of *Who's In the Room?* and frequently contributes to Bloomberg Businessweek and the *Wall Street Journal*. Cary Greene is partner at Strategic Offsites Group and leads their efforts on large-scale transformation and strategy programs. Greene is the coauthor of *Critical Conversations that Reset How Your Organization Manages Initiatives* published by Harvard Business Publishing. **HarperOne Business**

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(CBR)

Huff, Cory

***THE ABUNDANT ARTIST**

For years, the formal gallery system has acted as a gatekeeper between artists and the people with money and influence. Now there's a new generation of artists who treat their art career like a business. The Internet has knocked the gate down and savvy artists are seeing opportunity everywhere, as art galleries close left and right. There are independent artists making six and seven figure incomes doing what they love. THE ABUNDANT ARTIST introduces artists who are earning a successful living, and teach readers how they can do the same with these effective business strategies: how to find your niche; what makes an effective artist website; email marketing; blogging; social media marketing; and paid advertising. Huff provides exercises artists can do to capture the thought process and emotional process that goes into their art, and turn that process into stories they can tell online and in person, and use blogging, and social media to build their art business. Using successful artists' stories as examples, thoroughly explaining how art is sold today, and providing tips on how to build connections and use social media, Huff illustrates the countless ways you can take control over your creative career and sell your work without selling out. Cory Huff is the founder of TheAbundantArtist.com. Huff's writing and lectures have been featured in art magazines, newspapers and blogs the world over. Prior to running TheAbundantArtist, Huff worked in digital marketing strategy for various technology startups. Huff has consulted on technology and marketing for some of the world's largest brands, including MTV, Universal Music, Dr. Pepper Snapple Group, Rodale, and others. **Harper Design**

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(CBR)

Nease, Robert

***THE POWER OF FIFTY BITS: The Science of Turning Good Intentions into Positive Results**

Bob Nease created his Fifty Bit Design process after learning a startling statistic: Out of the ten million bits of information our brains process each second, only fifty bits are devoted to conscious thought. This limitation means that, to a large degree, humans are wired for inattention and inertia, which leads to a gap between what people really want and what they do. Given this fact, you can't design for what the user wants because, at a rate of ten million to fifty, they have no idea. As the former Chief Scientist of Express Scripts, a Fortune 25 healthcare company dedicated to making the use of prescription medications safer and more affordable, Nease has become an expert on the application of behavioral sciences to health care. While these strategies are applicable everywhere, it was in health care that Nease realized how dangerous it can be when people act against their own interests. THE POWER OF FIFTY BITS provides important practical solutions that marketers, human resources professionals, teachers, and even parents can use to improve human behavior around them, and provides a set of powerful strategies for changing behavior. These strategies include: Require Choice - mandate that people stop and deliberately choose among options; Lock in Good Intentions - allow people to make decisions today about choices they will face in the future; Let It Ride - set the default to the desired option and let people opt out if they wish; Get in the Flow - go to where peoples' attention is likely to be naturally; Reframe the Choices - set the framework that people use to think about and react to options; Piggyback It - make the desired choice or behavior a side effect of something that is already attractive or engaging; Simplify... Wisely - make the right choices frictionless and easy, but create hesitation when a suboptimal choice is likely. Bob Nease, PhD, is the former Chief Scientist of Express Scripts, and the author of over 70 peer-reviews papers. He is the recipient of the Henry Christian Award for Excellence in Research from the American Federation for Clinical Research and the URAC's Health Care Consumer Empowerment and Protection Award for his application of behavioral economics to health care. **HarperBusiness**

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Roth, Bernie

THE ACHIEVEMENT HABIT: Stop Wishing, Start Doing, and Take Command of Your Life

A headline in the *Wall Street Journal* last year announced, "Forget B-School, D-School Is Hot." Stanford University's d.school (design school) has been on the forefront of the design thinking movement, with academic director and co-founder Bernie Roth's course, "The Designer in Society," practically a rite of passage for Silicon Valley's movers and shakers. THE ACHIEVEMENT HABIT will distill the major lessons from the course, which Dr. Roth has taught in various forms for 40 years. The course challenges students to do something they always wanted to do. Project goals have included flying a plane, running a marathon and playing a musical instrument. Some students chose to repair broken relationships. Others focused on ridding themselves of a major problem in their lives. What all of them took away from the experience was the habit of making things happen for themselves, and many have credited the skills and mindset they learned with enabling personal and professional success after they graduated. THE ACHIEVEMENT HABIT will open readers' eyes to the power they have to change their lives for the better. Bernie Roth is the co-Founder, Rodney H. Adams Professor of Engineering and Academic Director of the Hasso Plattner Institute of Design at Stanford University. In addition to his activities at Stanford he has been active as a consultant to industry and government. He served as a director of several corporations and has been active in professional societies. He was president of the International Federation for the Theory of Machines and Mechanisms, and also Chair of the Design Engineering Division of the American Society of Mechanical Engineers. **HarperBusiness**

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Rust, Dan

***THE SABOTEUR WITHIN: Save Your Career by Getting Out of Your Own Way**

Career expert Dan Rust reveals that the reason most talented, hard-working individuals run into career setbacks is that all too often, they get in their own way. While most of our careers have had at least a few stalls from business downturns, failed projects, bad bosses, sudden unemployment or other difficulty, the hyper-successful continue their career acceleration through every tough situation. Most assume that they must have an advantage—the right schools, the best mentors, influential friends and family, and luck in getting the best assignments—but the reality is that they get setbacks like the rest of us. It's the specific manner in which they handle these challenging situations that makes all the difference. Dan Rust reveals the strategies you can use to prevent your disappointments from making a bad situation worse, and minimize the negative impact on your career trajectory. This sounds simple enough, but most people choose to complain about the injustice of it all, fall into a funk, and then work hard to change their circumstances while not fundamentally changing anything about themselves. Rust teaches skills that help shine a light on this tendency, and ensure that the reader first focuses inward before addressing the outward challenges. They turn every adversity into advantage, and every struggle into strength. These breakthrough skills include: A willingness to deeply “own” and learn from career missteps and failures; Comfort with the natural tension of a difficult conversation; Interest in “corporate anthropology” and the complex human dimensions of business; Strategic and authentic self-promotion; An ability to communicate complex issues in a compelling manner; Personal charm and engagement with others; High energy, both mental and physical. All of these skills can be learned, developed, and improved. With **THE SABOTEUR WITHIN**, readers will learn to get out of their own way, and find the success they deserve. Dan Rust is the founder of Frontline Learning, an international publisher of training resources. Rust's clients include Apple, Starbucks, Nordstrom and Disney Interactive. **HarperBusiness**

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(CBR)

Welch, Jack
Welch, Suzy

THE REAL-LIFE MBA: Your No-BS Guide to Winning the Game, Building a Team, and Growing Your Career

You can talk about theories, concepts, and ideologies all you want, but when it gets right down to it, winning in business is all about mastering the gritty, inescapable, make-or-break, *real life* dilemmas that define the new economy, the old economy, and everything in between. In the decade since their blockbuster international best-seller **WINNING** was published, Jack and Suzy Welch have dug deeper into business, traveling the world consulting to businesses of every size and in every industry, working closely with entrepreneurs from Mumbai to Silicon Valley, starting their own company, and owning and managing more than 40 companies through private equity. Their new database of knowledge will infuse the pages of **THE REAL LIFE MBA** with fresh, relevant stories and equally powerful solutions. The book is broken into three parts: “It's All About You” addresses the authentic, in-the-trenches dilemmas of professional development and career management. “It's All About Them” takes a sharp-eyed, results-focused look at the challenges of leading people and teams. “It's All About the Game” tackles the most pressing dilemmas related to strategy, competition, and the global economy. **THE REAL LIFE MBA** is a must-read, desktop manual for every person in business today. Jack Welch began his career with the General Electric Company in 1960, and in 1981 became the company's eighth Chairman and CEO. Upon retiring from GE in 2001, Welch published the international bestsellers *Jack: Straight from the Gut*, and *Winning*, co-written with Suzy Welch. Welch is currently the head of Jack Welch, LLC, where he serves as a consultant to a small group of Fortune 500 business CEOs and speaks to businesspeople and students around the world. In 2009, he founded the Jack Welch Management Institute, which offers an Executive MBA and a selection of Executive Certificate programs. Suzy Welch is a television commentator and noted business journalist. She is the author of the *New York Times* bestseller *10-10-10: A Life Transforming Idea*. The former editor of *Harvard Business Review*, she attended Harvard University and Harvard Business School. Her professional experience includes several years at Bain & Company, the management consulting firm, where she focused on manufacturing clients. Welch is also on the advisory board of the Jack Welch Management Institute and serves on the board of several non-profit organizations in the fields of education and homelessness. **HarperBusiness**

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