



Click on a category below to see available articles and make your selections:

Contents

Thriving Through Change.....	2
Breakthrough Leadership.....	3
New Managers' Jumpstart	4
Your Breakthrough Career	5
Hot Situations; Cool Heads—Resolve Conflict NOW!.....	7
Exceptional Email	8
Business Writing Excellence	9
Powerful Presentation Skills.....	10
High Potential Thinking for People on the Move	11
Active Listening for Real Results	12
Maximizing Your Consulting Budget.....	13

Thriving Through Change

1. The Change-Ready Checklist
2. Opportunity is Knocking: It's Time to Change Your Mind About Change (Part 1 of 2)
3. Opportunity is Knocking: It's Time to Change Your Mind About Change (Part 2 of 2)
4. Are You Coachable? Six Ways to Accept and Use Great Feedback
5. The End of "If Only...": Spark Action by Asking for a Decision
6. Take Control of Your Future: Fire Your Feelings
7. Boost Your Bring it On! Strong Body, Strong Heart, High Hopes
8. Thanks But No Thanks: Six Ways to Stay Creative When Your Idea Gets a Thumbs Down
9. Find Your Moment: Choosing the Right Time to Pursue Your Dream Goal
10. Beat Procrastination (Now!): Five Keys to Jumpstart Any Goal (Part 1 of 2)
11. Beat Procrastination (Now!): Five Keys to Jumpstart Any Goal (Part 2 of 2)
12. Thriving Through Change: Set Great Expectations for Growth
13. Vitamin O: The Power of Optimism to Shape Your Future
14. Getting Tough (Minded): The Power to Dare Greatly
15. The Long View: How to Think, Plan, and Act for Long-term Success (Part 1 of 2)
16. The Long View: How to Think, Plan, and Act for Long-term Success (Part 2 of 2)
17. Enjoying the Strive: How to Excel Where You Are on the Way to Where You're Going
18. Are You Engaged? Find Out What Really Motivates You to Take Action



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

Breakthrough Leadership

1. Challenge Your Team to Reach New Heights with Asset-based Questions
2. Small Change, Big Breakthrough: The Magic of Kudos
3. Use the Power of Proactive Thinking to Help You: Prevent Mistakes
4. Use the Power of Proactive Thinking to Help You: Stretch a Budget
5. Use the Power of Proactive Thinking to Help You: Plan a Breakthrough
6. Small Change, Big Breakthrough: Your Team's Four-minute Mile
7. Lead by Example, Especially During Change
8. At Arm's Length: How Superior Leaders Stay Concerned but Not Involved
9. Fact vs. Feeling: How Superior Leaders Listen for the Differences
10. Break Through: Four Proven Effective Ways to Handle Change Resistance
11. Leading at the Speed of Change: How to Communicate Best When It Matters Most (Part 1 of 3)
12. Leading at the Speed of Change: How to Communicate Best When It Matters Most (Part 2 of 3)
13. Leading at the Speed of Change: How to Communicate Best When It Matters Most (Part 3 of 3)
14. Setting Project Goals: Don't Start Your Next Project Without Answers to These 10 Questions
15. The Four Building Blocks of Constructive Feedback
16. The Power of No: How This Simple Word Can Save Your Team from Overload
17. When the Dust Settles: Helping Your Team Bounce Back After Conflict
18. Reach for New Heights, Starting Now: Discover Your Leadership and Teambuilding Breakthroughs
19. The Trust Imperative: What All Great Leaders Know About Building Trust on Their Teams
20. Taking the Lead: How to Facilitate an Excellent Team Meeting
21. Out of the Question: 10 Questions to Unleash Your Team's Genius in Any Situation
22. Need a Positive, Action-packed Answer Right Now? Create Your Team's Unique Touchstones (Part 1 of 2)
23. Need a Positive, Action-packed Answer Right Now? Create Your Team's Unique Touchstones (Part 2 of 2)
24. Fast Forward: Turnaround Secrets of Transformational Leaders
25. The Power of the Positive: How Appreciative Inquiry Will Boost Innovation and Energize Your Team (Part 1 of 2)
26. The Power of the Positive: How Appreciative Inquiry Will Boost Innovation and Energize Your Team (Part 2 of 2)
27. Standing Tall: Use the Power of Communication to Strengthen Your Team, No Matter How Strong the Wind
28. Bridge-Building for Leaders: How to See and Stop Friction on Your Team
29. Make Their Day: Five Recognition Strategies in Two Minutes or Less
30. Small Change, Big Breakthrough: The Power of Kudos
31. Catch Them Succeeding: The Team-Building Power of Studying Success



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

New Managers' Jumpstart

1. Build a Solid Leadership Foundation from Day 1
2. How to Maximize Your First Team Meeting
3. Get to Know Your Team: 14 Questions to Ask in One-to-One Get Acquainted Interviews
4. Leadership 101: 15 Ideas for Creating a Motivating Team Vision
5. Communicate with Power from the Start: Strong, Stronger, and Strongest Phrases to Use
6. Your Management Style: A Quiz
7. Stay Open to New Ideas: Five Ways to Keep Ideas and Information Flowing
8. The Laugh Factor: Why Every Leader Needs to Keep a Sense of Humor
9. It's All Good: Why Your Employees Should Never Hear You Complain
10. Hidden Value: How to Find the Silver Lining in Any Tough Situation
11. Uncover Your Own Leader's Work Style: Seven Questions to Ask
12. The Importance of Managing Your Manager, and Three Ways to Do It
13. Manage People, Not Just Work: Seven Surefire Strategies
14. What to Do When...Any Problem Arises
15. What to Do When...Two Employees Argue and the Pitch Starts to Rise
16. What to Do When...An Employee Challenges Your Authority
17. What to Do When...You're Embarrassed or Disappointed in Front of Your Team
18. What to Do When...You Must Tell an Employee to Improve Performance
19. What to Do When...An Employee Takes Everything Personally
20. What to Do When...You've Asked for Input, But You're Not Going to Use It
21. Powered by Positive Thinking: 12 Phrases to Expand the Possibilities on Your Team



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

Your Breakthrough Career

1. It's a Go! How to Build a Business Case for Your Next Great Idea
2. Catch Yourself Succeeding: The Career-building Power of Studying Success
3. Reasons or Excuse? Know the Difference, Build Your Career
4. Commit with Care: Why (and How) to Manage Expectations of You
5. Seven Steps to a Breakthrough IQ (Irresistibility Quotient) (Part 1 of 3)
6. Seven Steps to a Breakthrough IQ (Irresistibility Quotient) (Part 2 of 3)
7. Seven Steps to a Breakthrough IQ (Irresistibility Quotient) (Part 3 of 3)
8. Nine Fact-finding Questions to Gather the Information You Need in Any Situation
9. Nets That Work: Get More Done in Less Time by Building a Strong Network Inside Your Company
10. Your Next Career Breakthrough is Just Six Steps Away
11. Uncover Your Signature Strengths—And Start Using Them Today!
12. Five Surefire Strategies for Thinking on Your Feet
13. Are You Engaged? Find Out What Really Motivates You to Take Action
14. Who are Your Success Partners and How Can They Help You Reach New Heights of Success?
15. Reach for New Heights, Starting Now: Discover Your Conflict Management Breakthroughs
16. Reach for New Heights, Starting Now: Discover Your Confident Communication Breakthroughs
17. Reach for New Heights, Starting Now: Discover Your Active Listening Breakthroughs
18. Reach for New Heights, Starting Now: Discover Your High Possibility Thinking Breakthroughs
19. Reach for New Heights, Starting Now: Discover Your Leadership and Teambuilding Breakthroughs
20. Reach for New Heights, Starting Now: Discover Your Practical Persuasion Breakthroughs
21. Reach for New Heights, Starting Now: Discover Your Skillful Self Promotion Breakthroughs
22. Wake Up to What You Value: Discover Your Values and Non-negotiables
23. Get Jazzed About Your Future: When, Where, and How to Set Truly Motivating Career Goals (Part 1 of 3)
24. Get Jazzed About Your Future: When, Where, and How to Set Truly Motivating Career Goals (Part 2 of 3)
25. Get Jazzed About Your Future: When, Where, and How to Set Truly Motivating Career Goals (Part 3 of 3)
26. Power Up: Ten Simple Ways to Sound Instantly Stronger and More Influential
27. Seven Habits of Irresistible Professionals
28. Five Everyday Habits that Bring Out the Best in People
29. Business Body Language: Be Sure Yours is Working for You
30. Ten Ways to Turn Any Argument Into a Constructive Conversation
31. Breakthrough! 9 Ways to Boost Your Career Potential
32. Why You Should be a Relationship Catalyst
33. 9 Irresistible Phrases and How to Use Them



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

34. 10 Rapport-building Phrases and How to Use Them
35. The Art of Persuasion: How to Create Specific, Win-Win Goals for Any Situation
36. Who's In Your Circle? They Influence Your Success More than You May Think
37. Teleconferencing Power: Change Your Next Call from Ho-hum to Wow!
38. Meeting Excellence: 10 Strategies for Keeping Meetings On Time and On Target
39. Say What You Mean: Use Communication to Build Your Credibility (Part 1 of 2)
40. Say What You Mean: Use Communication to Build Your Credibility (Part 2 of 2)
41. Brand You: How to Project a Powerful Image
42. 102 Percent, Every Time: The Importance of Avoiding "Slippage"
43. Boost Your Reputation for Excellence: Act With Integrity
44. Your Gratitude Attitude: A Powerful Career Asset
45. Watch Your Proxy, Safeguard Your Reputation
46. Proactive Power: Anticipate Success with Deliberate Action
47. The Greatest Asset: How to Follow Through on Feedback
48. Ready to Shake Things Up in Your Career? Nine Ways to Spark a Breakthrough
49. Referral Magic: Three Steps for Using Referrals to Boost Your Career
50. The Hidden Habit that Holds You Back: How to Conquer Excuse Making (Part 1 of 3)
51. The Hidden Habit that Holds You Back: How to Conquer Excuse Making (Part 2 of 3)
52. The Hidden Habit that Holds You Back: How to Conquer Excuse Making (Part 3 of 3)
53. Your Credibility: 12 Ways to Build It, Protect It...or Regain It! (Part 1 of 3)
54. Your Credibility: 12 Ways to Build It, Protect It...or Regain It! (Part 2 of 3)
55. Your Credibility: 12 Ways to Build It, Protect It...or Regain It! (Part 3 of 3)
56. Consider the Possibilities: How the Practice of Positive Expectation Puts You In Control of Your Career
57. Counting the Cost: What is "Opportunity Cost" and Why Is It So Important to Achieving Your Goals?
58. Ten Rapport-building Phrases and How to Use Them
59. How (and Why) to Make Complimenting Your Colleagues a Habit
60. Trust is a Must: Strategies for Being Totally Trustworthy
61. Get Heard, Get Results: Five Easy Ways to Have Greater Impact Right Now
62. Unforgettable: Six Self-Promotion Strategies to Build Your Reputation for Excellence



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

Hot Situations; Cool Heads—Resolve Conflict NOW!

1. An Ounce of Prevention: Seven Ways to Prevent Conflict Before It Starts (Part 1 of 2)
2. An Ounce of Prevention: Seven Ways to Prevent Conflict Before It Starts (Part 2 of 2)
3. Your Goals: A Conflict Prevention Strategy
4. The Art of “Constructive Venting”—And How to Practice It
5. Cool Words for Key Moments: How to Handle Any Conflict Better
6. What is Your Conflict Management Style? Take the Quiz
7. Conflict = Opportunity: When Conflict Leads to Positive Change
8. The Gift of Unresolvable Conflict
9. Conflict Management: When the Best Way Out is Through!
10. Three Proven Effective Conflict Management Tools (Part 1 of 2)
11. Three Proven Effective Conflict Management Tools (Part 2 of 2)
12. Pick Your Battles: Get the Facts (All of Them) Before Any Confrontation
13. Changing the Game: A Powerful Approach to Turning Conflict Around
14. No Conflict? No Good! Conflict is Preparation for Breakthroughs
15. Hot Situations, Cool Heads: Ten Ways to Keep a Conflict Under Control
16. Your Sandpaper People and Why You Need Them
17. Standing Your Ground: Six Questions to Help Draw Healthy Professional Boundaries
18. “It’ll Never Work”: How Pessimism Creates Conflict, and What You Can Do About It
19. “What’s That Supposed to Mean?” How Hypersensitivity Creates Conflict, and What You Can Do About It
20. “If I Want Something Done Right, I Have to Do It Myself.” How Pride Creates Conflict, and What You Can Do About It
21. “I Don’t Care What Anyone Else Thinks. It’s Not Good Enough for Me!” How Perfectionism Creates Conflict, and What You Can Do About It
22. “Nothing Ever Goes the Way I Hope.” How Unrealistic Expectations Create Conflict, and What You Can Do About It
23. “It Generally Happens Every Three Weeks or So, I Think Maybe.” How Vague Language Creates Conflict, and What You Can Do About It
24. Emotional Wisdom: How to Stay Focused and Fact-based in a Conflict
25. Want to Manage Any Conflict Better? Surround Yourself with Positive People
26. Manage Expectations: Four Proactive Ways to Stop Conflict Before It Can Start



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

Exceptional Email

1. What is Exceptional Email? ...And How to Create It (Part 1 of 3)
2. What is Exceptional Email? ...And How to Create It (Part 2 of 3)
3. What is Exceptional Email? ...And How to Create It (Part 3 of 3)
4. Email Overload? Five Ideas to Lighten the Load
5. Is This Email (Really) Necessary?
6. One Simple Practice to Improve Your Email—Instantly
7. It's Never "Just an Email": Write Focused, High Impact Email, Every Time
8. Click Smart: Time Saving Email Tips for Everyone
9. Email Etiquette: Top 10 Tips For Connecting with Your Colleagues



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

Business Writing Excellence

1. Editing Excellence: How to Sharpen Anything You Write (Part 1 of 3)
2. Editing Excellence: How to Sharpen Anything You Write (Part 2 of 3)
3. Editing Excellence: How to Sharpen Anything You Write (Part 3 of 3)
4. The Write Stuff: Five Questions to Help You Focus on Your Audience and Organize Your Key Points
5. Great Writing in a Flash: How to Create a Great First Draft—Fast
6. Your Writing: Why Looks Matter
7. Less is More: Instantly Sound More Confident by Eliminating These Words
8. Words that Work: Seven Ways to Present Your Ideas with Impact
9. Busting the Block: Seven Secrets for Smashing Writer's Block (Part 1 of 2)
10. Busting the Block: Seven Secrets for Smashing Writer's Block (Part 2 of 2)
11. Simple, Time bound, and Clear: How to Write a Highly Motivating Call to Action
12. Cut Through the Clutter: Seven Steps to Reach Your Reader
13. So What's Your Point? A Clear Goal Will Sharpen Your Business Writing—Instantly
14. Facts vs. Opinions: The Power to Persuade
15. From Boring to Breakthrough! 26 Ways to Make Information Practical and Usable for Your Readers (Part 1 of 2)
16. From Boring to Breakthrough! 26 Ways to Make Information Practical and Usable for Your Readers (Part 2 of 2)
17. My Reader, Myself: Instantly Improve Your Writing by Thinking Like a Reader
18. The Critical Five: What You Need to Know About Your Audience BEFORE You Start Writing
19. The Break Through Questions: Create Reader-focused and Results-based Communication Every Time
20. What's Your Proof? The Key to Persuasive Business Writing
21. Why You MUST Ruin the Ending in Your Business Writing...and How to Do It!
22. Breakthrough Editing: How to Give a Business Writer (Really) Constructive Feedback
23. Write It Right: The Ultimate Readability Checklist
24. Great Writing in a Flash: How to Create a Great First Draft—Fast (Part 1 of 2)
25. Great Writing in a Flash: How to Create a Great First Draft—Fast (Part 2 of 2)
26. WIIFM? Tell Readers What They Want to Know



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

Powerful Presentation Skills

1. PowerLines: Crowd-commanding Secrets from the Pros (Part 1 of 3)
2. PowerLines: Crowd-commanding Secrets from the Pros (Part 2 of 3)
3. PowerLines: Crowd-commanding Secrets from the Pros (Part 3 of 3)
4. Presentation Excellence: Four Results that Mean a Home Run
5. Audience First: Great Presentations Don't Begin With the Presenter
6. Seven Easy Ways to Improve Your Next Presentation
7. Great Expectations: Four Key Steps to Planning Your Next Presentation
8. 10 Ingredients of Highly Persuasive Presentations (Part 1 of 3)
9. 10 Ingredients of Highly Persuasive Presentations (Part 2 of 3)
10. 10 Ingredients of Highly Persuasive Presentations (Part 3 of 3)
11. Rehearsal: Secret to the Best Presentations
12. The I/You Ratio: A Small Change that Makes a Big Difference in Your Presentations
13. First Impressions Last: How to Maximize the First Three Minutes of Your Presentation
14. Storytelling: Key to the Most Compelling Presentations
15. Presentation Excellence: A Speaker's Before, During, and After Checklist
16. How to Avoid Presenting Numbers that Numb



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

High Potential Thinking for People on the Move

1. Think It Through: How to Make Decisions Based on Reliable, High Quality Information
2. From Good to Great: How to Ask for (and Get) Constructive Feedback—Every Time
3. Every Day Excellent: The Power of Positive Expectations
4. Build Your Reputation For Excellence: How to Follow Through on Feedback
5. From Problem to Possibility: 12 Key Phrases to Unleash the Potential in Any Situation
6. The Best Selling Inspirational Books of All Time, and Why They Stay That Way
7. Work Happy: Build a Positive Future with the Language of Breakthroughs
8. Reframing the Quest: How to Prime Your Brain to Expect Success
9. Positive Magnetism: Effortless Ways to Attract Success by Radiating Optimism
10. Self-Talk is Self-Fulfilling: Use it Well!
11. More Than “Happy Talk”: How (and Why) to Accentuate the Positive (Part 1 of 2)
12. More Than “Happy Talk”: How (and Why) to Accentuate the Positive (Part 2 of 2)
13. From Disappointment to Moment of Power: The Best Questions to Ask Yourself When Something Goes Wrong
14. Turning the “Impossible” into the Possible
15. What’s Your Vibe? Ten Tips for Breaking the Habit of Negative Talk
16. The Breakthrough Power of Asset-based Questions (Part 1 of 2)
17. The Breakthrough Power of Asset-based Questions (Part 2 of 2)
18. Language that Empowers: How to Build Breakthroughs with Open-Ended and Future-Focused Language
19. Constructive Complaining: The Value of Venting Done Right
20. Time and Money Matters: 16 Tips for Saving on Critical Resources
21. “What if...? What’s Next?” 10 Questions to Help You Deliver “Above and Beyond Value” for Your Team
22. The Great Questions: Get Inspired by Your Own Success
23. The Break Away Questions: Brainstorm Fresh Solutions and New Possibilities
24. Never Stop Thinking! How to Prime Your Brain to Expect Success



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

Active Listening for Real Results

1. Who, What, Where? How to Ask the Right Question at the Right Time
2. Power Up Your Listening Skills (Part 1 of 3)
3. Power Up Your Listening Skills (Part 2 of 3)
4. Power Up Your Listening Skills (Part 3 of 3)
5. How Well Do You Listen? Take the Active Listening Self-Test
6. How to Start a Conversation...And Keep It Going
7. Be Irresistible: Make It Easy For Others to Listen To You
8. Style Matters: How to Connect Instantly with Others by Matching their Style
9. What is Active Listening, and What Can It Mean to Your Career?
10. "I Wonder He Meant by That": How to Listen for Real Meaning
11. Ask Great Questions (and Get Great Results) in Any Situation
12. "I Hear You": How to Use the Body Language of Listening
13. Out of the Question: How to Interview Anyone, Anytime, on Any Subject (Part 1 of 3)
14. Out of the Question: How to Interview Anyone, Anytime, on Any Subject (Part 2 of 3)
15. Out of the Question: How to Interview Anyone, Anytime, on Any Subject (Part 3 of 3)



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200

Maximizing Your Consulting Budget

1. The Nine Ingredients of Rock-Solid Specifications for Any Project
2. Do You Really Need a Consultant? Five Questions to Help You Decide
3. Six Questions to Ask a Prospective Consultant
4. The Best Consultants: Seven Traits to Look For
5. The Give/Get Equation: How to Evaluate Consulting Costs and Negotiate Fees Like a Pro
6. Working With Consultants: The Basics (Part 1 of 2)
7. Working With Consultants: The Basics (Part 2 of 2)
8. Nine Surefire Ways to Save Time and Money Next Time You Hire a Consultant (Part 1 of 2)
9. Nine Surefire Ways to Save Time and Money Next Time You Hire a Consultant (Part 2 of 2)
10. Get More than Your Money's Worth: Six Strategies for Maximizing Your Consulting Dollar



MORRIS COMMUNICATIONS
A passion for business and the people who make it happen™

www.morriscomms.com

1-860-413-9200