

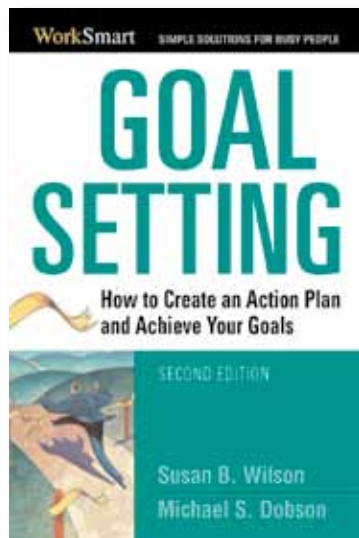
Book Review Editor: Theodore J. Weidner, Ph.D.

Rather than refer directly to this issue's theme, capital renewal and deferred maintenance, we'll look at tools that may help reach resolution of this important topic on your campus. Regardless, both books make for good reading just to start the New Year.

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GOAL SETTING – HOW TO CREATE AN ACTION PLAN AND ACHIEVE YOUR GOALS, SECOND EDITION

By Susan B. Wilson and Michael S. Dobson, AMACOM Books, New York, NY, 2008. Softcover, 114 pages, \$12.00.



Timing is everything, including the amount of time needed to read a book that is meant for busy people. While anyone can use goals to achieve a desired end, the busy person uses specific goal setting techniques to arrive at an appropriate goal quickly and effectively.

In *Goal Setting*, Wilson and Dobson provide some clear lists to approach the development of goals, identify impediments to achieving goals, identify people who will help or hurt, and management of your time to achieve these goals. The lists are accompanied by mini-quizzes that reinforce the concepts with scenarios. There's plenty of space to make notes in the quizzes and to write your own goals in parallel with the examples.

In times of pressure to perform, *Goal Setting* clarifies techniques to resolve impediments to success through the same techniques that are needed to achieve goals. These include small steps with clear measures for success, and milestones to recognize what has been

achieved before moving on to the next step. It seems trite, but that's how one makes progress. It's possible to jump into the book and identify solutions to impediments, both internal and external.

Because it is not a long book, the authors get to the point quickly. They don't pull punches either. Criteria for time management, negotiating with others to achieve goals, and addressing politics and power are addressed briefly. Additional information can be sought from other authors but this book's focus is a quick approach to the problem at hand.

Overall, if you've made a New Year's resolution but are having trouble getting started or continuing to make progress, this book will help. If you're coming up to an annual evaluation, this is a good source to address personal advance goals as well as identification of goals for subordinates.

LEAD YOUR BOSS - THE SUBTLE ART OF MANAGING UP


By John Baldoni, AMACOM Books, New York, NY 2010. Hardcover, 128 pages, \$22.

It doesn't seem possible to tell your boss what to do, so *Lead Your Boss* is an unlikely title. However, in reality, those who achieve and advance do exactly that. It's a combination of thinking like your boss, working beyond normal responsibilities, accepting extra assignments and challenges, and demonstrating that you've thought through issues with consideration of others.

Similar to *Goal Setting*, *Lead Your Boss* uses a form of goals and objectives. Some

of the needed traits include having the confidence to assemble smart people who will help create something new and valuable. Taking advantage of these people without being selfish or egotistical results in great things that get noticed.

Pushing the edges of the rules or knowledge is another way to develop new things and to get one's boss to make a desired change or provide a needed approval. That's not to say there aren't risks in working too far out in front; there are. These risks can be mitigated by working with others (peers, opponents, and subordinates.) Bosses don't like solving problems all the time; they want solutions proposed that have most of the snags worked out and addressed.

Lead Your Boss may be viewed as an application of the *Seven Habits* part of APPA's Leadership Academy. Thinking win-win, seeking to understand, listening to others, and similar techniques that continue to leverage the strengths of influence on others. It's the same thing taught by Dale Carnegie decades ago. These comments are not intended to diminish the value of this book; it's a valuable resource focused on a specific area that presents some standard techniques to accomplish a unique goal. However, the techniques described can be applied in other situations with success. 

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