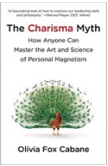

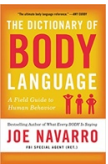
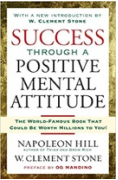



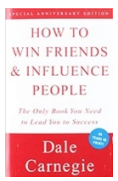
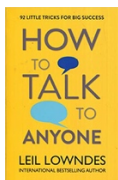
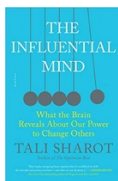
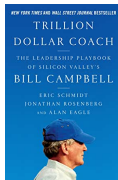

**MiD lectures 2020 'A Better You'**  
(Every Friday from 10 July until Christmas)

Week 1 – How to Increase Your Productivity			
Date	Book	Title	Main Idea
10 July		Getting Things Done  by <i>David Allen</i>	Since it was first published almost fifteen years ago, David Allen's <i>Getting Things Done</i> has become one of the most influential business books of its era, and the ultimate book on personal organization.
17 July		The 4-Hour Workweek  by <i>Timothy Ferriss</i>	Escape the 9-5. Living more, working less, and get the same done!
24 July		The 5AM Club  by <i>Robin Sharma</i>	Discover the early-rising habit that has helped so many accomplish epic results while upgrading their happiness, helpfulness and feeling of aliveness.
31 July		Get Remarkably Organised  by <i>Lorraine Murphy</i>	How to be organised in business and in life. Advice on how to live calmly, happily and productively.
7 Aug		The ONE Thing  by <i>Gery Keller</i>	In <i>The ONE Thing</i> you'll learn to cut through the clutter, achieve better results in less time, build momentum toward your goal, dial down the stress, overcome that. Overwhelming feeling, revive your energy, stay on track, master what matters to you.

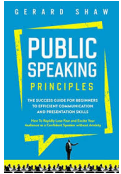
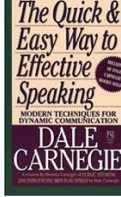
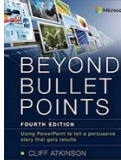
## Week 2 – How to Build Your Personal Brand

Date	Book	Title	Main Idea
14 Aug		<p>The Charisma Myth</p> <p>How Anyone Can Master the Art and Science of Personal Magnetism</p> <p>by <i>Olivia Fox Cabane</i></p>	<p>The charisma myth is the idea that charisma is a fundamental quality – you either have or you don't. But charismatic behaviour can be learned and perfected by anyone.</p>
21 Aug		<p>Take Charge of Your Brand</p> <p>by <i>Guisselle Nunez</i></p>	<p>This book provides you with quick and easy techniques to help you manage and own your personal brand for professional and personal success.</p>
28 Aug		<p>The Dictionary of Body Language</p> <p>by <i>Joe Navarro</i></p>	<p>The Dictionary of Body Language is a pioneering field guide to nonverbal communication describing and explaining the more than 400 behaviours that will allow you to gauge anyone's true intentions and put yourself in the most favourable light.</p>
4 Sep		<p>Success Through a Positive Mental Attitude</p> <p>by <i>Napoleon Hill</i></p>	<p>With the right attitude, anyone can achieve his or her dreams. In simple, straightforward language, the author presents five self-motivators that provide a springboard to success, six steps to cheerfulness, and three ways to rid yourself of guilt and other barriers to success.</p>
11 Sep		<p>Reinventing You</p> <p>by <i>Dorie Clark</i></p>	<p>Consider this book your road map for the next phase of your career journey. Dorie Clark provides a step-by-step guide to help you develop a compelling personal brand.</p>

## Week 3 – How to Influence Others

Date	Book	Title	Main Idea
18 Sep		How to Win Friends & Influence People  <i>by Dale Carnegie</i>	Dale Carnegie's rock-solid time-tested advice has carried countless people up the ladder of success in their business and personal lives. 'How to Win Friends & Influence People' will teach you how to make people like you, how to win people to your way of thinking and how to change people without arousing resentment.
25 Sep		How to Talk to Anyone  <i>by Leil Lowndes</i>	92 little tricks for big success: Perfect your people skills with this fun, witty and informative guide containing 92 little tricks to create big success in personal and business relationships. Life coach Leil Lowndes reveals the secrets and psychology behind successful communication.
2 Oct		The Influential Mind  <i>by Tali Sharot</i>	What the brain reveals about our power to change others. Sharot reveals the critical role of emotion in influence, the weakness of data and the power of curiosity. The book provides fascinating insight into the complex power of influence.
9 Oct		Trillion Dollar Coach  <i>by Eric Schmidt</i>	Management lessons from legendary coach and business executive Bill Campbell whose mentoring of some of the most successful entrepreneurs has helped create value over a trillion dollar in market value.
16 Oct		Never Split the Difference  <i>by Chris Voss</i>	A former FBI hostage negotiator offers a new, field-tested approach to negotiating – effective in any situation.

## Week 4 – How to Do Public Speaking

Date	Book	Title	Main Idea
23 Oct		Public Speaking Principles  <i>by Gerard Shaw</i>	This book will help you master public speaking even if you are introverted or anxious. It contains step-by-step guides for steady progress.
30 Oct		Whoever Tells the Best Story Wins  <i>by Anette Simmons</i>	How to use your own stories to communicate with power and impact. Great communicators know that the best way to inspire, motivate and persuade others is to tell stories.
6 Nov		PresentationZen  <i>by Garr Reynolds</i>	Garr combines solid principles of design with the tenets of Zen simplicity to help the readers along the path to simpler, more effective presentations that will be appreciated, remembered, and best of all, acted upon.
13 Nov		The Quick & Easy Way to Effective Speaking  <i>by Dale Carnegie</i>	The book that has literally put of millions on the highway to greater accomplishment and success can show you how to have maximum impact as a speaker – every day, and in every situation that demands winning others over to your point of view.
20 Nov		Beyond Bullet Points - How to Use PowerPoint to Tell a Persuasive Story  <i>by Cliff Atkinson</i>	Communications expert Cliff Atkinson shows how to apply classic storytelling tenets and practical, research-based guidelines as you work with Microsoft PowerPoint for memorable, meaningful and persuasive visual stories. Change your approach and transform your results.