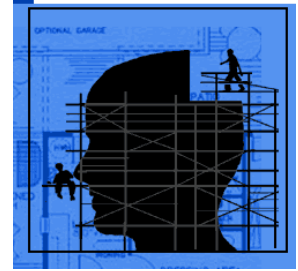


Book of Mind Tools

<http://www.mindtools.com/>



New Tools:

(Not included in the Mind Tools E-book.)

[4MAT](#) - Delivering instruction everyone understands.

[5 Whys](#) - Getting quickly to the root of a problem.

[Acrostics](#) - Memory curiosities.

[Adams' Equity Theory](#) - Balancing employee inputs and outputs.

[Beating Procrastination](#) - Manage your time. Get it all done.

[Behavioral Assessments](#) - How personality affects the way people do their jobs.

[Building Expert Power](#) - Lead from the front!

[Concept Attainment](#) - Reaching a shared understanding of important ideas

[Core Competence Analysis](#) - Get ahead. Stay ahead.

[Cross Culture Communication](#) - Collaborative efforts a must!

[The Delphi Technique](#) - Achieving well thought through consensus among experts.

[Emphatic Listening](#) - Going beyond active listening.

[Flow Charts](#) - Understanding process flows.

[The GROW Model](#) - Coaching team members to improve performance.

[Heron's Six Categories of Intervention](#) - Understanding how to help effectively.

[Inductive Reasoning](#) - Drawing good generalized conclusions.

[The Johari Window](#) - Helping people to understand one another.

[Kano Model Analysis](#) - Developing products that delight.

[Mission Statements & Vision Statements](#) - Unleash the power of purpose

[Nominal Group Technique](#) - Prioritizing issues and projects to achieve consensus.

[Pickle Jar Theory](#) - Make your schedule work. Leave time for fun!

[The Product Diffusion Curve](#) - Keeping you marketing message fresh.

[Reactive Decision Making](#) - Making good decisions under pressure.

[Reverse Brainstorming](#) - A different approach to brainstorming.

[Role Playing](#) - Preparing for difficult conversations and situations.

[The Sales Funnel](#) - Keeping control of your sales pipeline

[Successful Delegation](#): How, When and Why.

[Synectics](#) - A useful backstop creativity process.

[Using Maslow's Hierarchy](#) - Building a happier, more satisfied team.

[USP Analysis](#) - Identifying your Unique Selling Proposition.