GINA QIAO

SENIOR VICE PRESIDENT, LENOVO

YOLANDA CONYERS

VICE PRESIDENT, LENOVO

The Lenovo

Managing a Diverse Global Company for Optimal Performance

BUILD YOUR COMPANY INTO A GLOBAL GIANT—THE LENOVO WAY

"Through groundbreaking and innovative leadership, Lenovo has proven that 'soft' values can lead to huge profits. *The Lenovo Way* shows how they did it—and how you can too."

—MARSHALL GOLDSMITH, author of the New York Times bestseller What Got You Here Won't Get You There

Lenovo has become one of the world's biggest and most powerful brands through masterful execution of innovation, new acquisitions, expanding markets, and inventive branding.

The Lenovo Way reveals the principles behind the spectacular trajectory of the brand, and how to implement them to advance your own company's success. Learn how to:

- Gain market share by protecting core strengths while seizing new opportunities
- Create a diverse and effective culture that transcends all borders
- Lead your company successfully through the chaos of change
- Make innovation part of your organizational DNA



Gina Qiao is the Senior Vice President of Global HR at Lenovo, where she has been employed for more than 23 years. After working several years in Lenovo's U.S. offices, she is currently headquartered in Beijing.



Yolanda Conyers is the Vice President of Global HR Operations and Chief Diversity Officer at Lenovo. She has been with the company since 2007, previously working at Dell. Conyers is based in Austin, Texas.

Order Your Copy today!

amazon.com.

BARNES & NOBLE \$\infty\$ www.bn.com



www.TheLenovoWay.com

Available in print and eBook



The Lenovo Way

Managing a Diverse
Global Company for
Optimal Performance

Gina Qiao and Yolanda Conyers



NEW YORK CHICAGO SAN FRANCISCO ATHENS

LONDON MADRID MEXICO CITY MILAN

NEW DELHI SINGAPORE SYDNEY TORONTO

Contents

FOREWORD B	Y LIU CHUANZHI	xiii
FOREWORD B	Y YANG YUANQING	xix
YOLANDA'S S	TORY: GATEWAY TO CHINA	xxiii
GINA'S STORY	': MERGING CULTURES	xxxi
CHAPTER 1	Going Global Protect and Attack 5	1
CHAPTER 2	The Birth of the World's #1 PC Company Built on the Ashes of the Cultural Revolution 11 Playing Catch-Up in the Computer Tech World 13 The Birth of a Legend 15 Stringing Pearls in the Business World 16 Growing Beyond China 17 The Creation of a Homegrown Brand 18 Early Strategy: Build a Meritocracy 20 Build Incentives to Achieve a Loyal Workforce 22 The Rise of a Marketing Star 24 What to Do When Market Share Erodes 26	9

	Do What We Say, Own What We Do
	by Liu Chuanzhi
CHAPTER 3	Managing a Corporate Culture Clash 33
	The Long-Term Lenovo Strategy Emerges 36
	Early Exposure: Lenovo's IPO 38
	Stripping Down to Core Competencies 39
	The Importance of Branding: A New Look 41
	Don't Acquire Before It's Time,
	but Be Ready to Grow 42
	Leverage the Employees Who Are Ready for Change 45
	Fu Pan: Self-Critique for Success 46
	Make No Assumptions When Dealing with
	Different Cultures 48
	The Announcement That Rocked the
	Business World 48
	A Postmerger Period Rife with
	Misunderstanding 51
	One Lenovo Strategy: Cultivate a Zero Mindset 53
	Different Business Practices Can
	Get Lost in Translation 55
	The Lenovo Way: Put the Needs of the Company First 57
	Slow It Down: Give Everyone in the Room a
	Chance to Understand 58
	One Company with Two Systems 59
	Remember Just How Important Communication Is 61
	Don't Discount the Small Stuff: Even a
	Gesture Can Boost Morale 63
	Get Personal: Speaking from the Heart Cuts
	across Cultures 64

CHAPTER 4	Leading through Chaos	67
	Changing of the Guard 71	
	Bridging the East/West Divide 72	
	Bring in a Change Agent 75	
	Creating a Corporate United Nations 79	
	Highlight the Strengths and Identify	
	the Weaknesses 80	
	Interview People Face to Face 82	
	Corporate Cultures Can Be as Distinct as	
	National Cultures 84	
	Identify the Positives and Build from There 86	
	Motives Can Be Misunderstood 88	
	Transforming a Culture Is Never a Rush Job 91	
CHAPTER 5	Global World, Global Thinking	95
	Changing Culture Is in the Details 96	
	Customize the Playbook for a Total Global Overhaul 9	8
	Beyond Diversity 99	
	Redefine Diversity for the New Global Reality 100	
	Embrace and Understand Your Company's	
	Core Values 101	
	Put Teams in Place Who Will Drive Change 102	
	Defining the Economics of Trust 104	
	Build Mutual Respect by Paying Attention	
	to the Details 106	
	Cultural Training Starts in the C-Level Boardroom 107	
	Put Diversity into Action 110	
	Look through a Different Lens 112	
	Develop a Clear Business Strategy 113	
	Establish Universal Protocols for Communication 114	

	Never Assume a Common Definition 116 Using Lean Six Sigma 117	
	Simplify Your Key Performance Indicators 118	
	Be Consistent When Rewarding Performers 119	
	Manage How the Team Comes Together and	
	Executes 121	
	Leading at Lenovo	
	by Yang Yuanqing	125
CHAPTER 6	Protect and Attack	131
	Be Unpredictable—It Keeps the Competition	
	Guessing 136	
	Leadership Changes 137	
	Observe and Learn 139	
	Grabbing the Wheel 141	
	Streamlining and Empowering the	
	Leadership Team 142	
	Rules of Engagement Must Be Modeled by	
	Senior Leaders 143	
	Our Founder Does an Intervention 145	
	Strip Down Your Corporate Values and Identity	
	the Essentials 146	
	Keep It Simple 147	
CHAPTER 7	The 4 Ps for Business Success	151
	Plan 153	
	Perform 155	
	Prioritize 156	
	Practice 158	
	The Innovation Triangle in Action 164	

CHAPTER 8	Sharpen Global Leadership Skills	169
	International Assignments and Job Rotations	
	Are Key to Professional Development 174	
	International Postings Change Perspectives 174	
	Going Overseas Leads to Invaluable	
	Skill Transfers 175	
	For Families, an Overseas Assignment Can	
	Be a Tough Call 177	
	Discovering the Things We Take for Granted 178	
	Transferring Company Spirit 180	
	Both the IAs and the Local Offices Benefit from	
	Mutual Mentoring 181	
	Individual Role Models Serve as Critical	
	Cultural Bridges 183	
CHAPTER 9	The 5th P: Pioneer New Products	
	and Conquer New Frontiers	189
	Pioneer: Expand Beyond Core Businesses and	
	Capture New Customers 190	
	Entering the PC+ Era 193	
	Attack with Bold New Marketing	
	Strategies 197	
	Partnerships and Acquisitions Increase	
	Our Global Footprint 198	
	Leveraging Big Blue—Again 200	
	Leapfrog over the Competition 201	
	Protect and Cultivate the Home Turf 203	
	Evolve and Reorganize When Necessary 204	
	With Each New Acquisition, the Integration	
	Process Begins Again 206	

X11	Contents
711	COLLECTICS

Be Quick to Get Everyone on the Same Page		
Follow the Blueprint for Sustainable,		
Long-Term Success 209		

NOTES	213
ACKNOWLEDGMENTS	215
INDEX	219
APOUT THE AUTHORS	220

CHAPTER 1

Going Global

When Lenovo announced its acquisition of American icon IBM PC (IBM's personal computer division) in 2005, most people predicted the merger would fail. Few could imagine that a business would be able to absorb another business that was three times its size, least of all one that had its head-quarters on the other side of the world. Even some of us inside Lenovo had our moments of doubt.

But, over the course of 30 years, we have transformed ourselves from a tiny Chinese company based in a sparsely furnished guard shack on the outskirts of Beijing into a truly global corporation, with 54,000 employees who speak more than 40 languages and live in more than 50 countries. We are not simply a Chinese company, nor are we a typical multinational that's dominated by a single culture. In fact, we have roots in China, the United States, and Europe, with headquarters in Beijing, North Carolina, Paris, and Hong Kong.

Lenovo's strength comes from our diversity. We are really defining what it means to be global. We have a leadership team that is balanced and diverse. Our top 9 executive committee

members come from 6 different countries and our top 100 executives come from about 20 different countries. From the top down, our ranks fully reflect the evolving demands, tastes, and needs of our consumers, and that is our great strength.

The story of Lenovo's success must therefore be told through our people and how we wove the many threads of our different cultures together to form a single strong fabric. Among multinationals, the usual model is to grow locally, then export that culture worldwide, but we have grown in multiple regions at once, and this has allowed us to use our global footprint to create a single culture that takes the best from everywhere.

It wasn't easy, but our deep differences and the efforts that we've made to overcome them are the precise reason why we have shot up the charts of the PC industry, reaching the number one spot in July 2013 with 16.7 percent of the global market. At the time this is being written, we've seen 20 consecutive quarters of growth, outpacing the rest of the industry for the past five years, and that's because our leadership has gone to great lengths to embrace a culture of diversity from the ground up. It is an approach that we call the Lenovo Way.

This strategy of balance and diversity cuts across all our business functions. Our team combines many areas of knowledge and expertise, reflecting the diverse tastes and requirements of global IT customers, and that gives us the edge in all our markets.

Moving beyond China's borders was a business decision that our leaders made early on, long before our headlinegrabbing acquisition of IBM's PC division (IBM PC), and in this book, you'll learn exactly how we built that road and created a blueprint for a whole new level of globalization, one that is key We protect our mature markets and attack our emerging markets; we blend ideas from both East and West; we focus on both consumer and commercial businesses; we focus on PCs, tablets, and smartphones; and we have extended into servers and storage as well as into the cloud with our ecosystem of apps.

for any consumer brand that's seeking to reach its full potential in the international marketplace.

Over these next pages, you'll learn just how bold and prescient our leaders truly were. We took a huge risk and pushed ourselves way beyond our comfort zone. It's the worthy aspiration of many to own a small but manageable business, join the middle class as an entrepreneur, and build the backbone of the local economy—and that's how we at Lenovo began. Then we chose a different path by becoming a global corporation. Those of us who went through the original IBM PC acquisition, transition, and transformation of the business were willing to take a leap into the unknown. We understood that when you are swirling the tail of a phoenix (a mythical bird that represents great possibilities), you can soar.

This book is about much more than a Chinese business operating in the United States or U.S. businesses expanding into China, although the backdrop of Lenovo's unique journey as a business is part of the connective tissue of the narrative. It is about cultural awakenings. Anyone who is or will be operating on the global stage can learn from this book. Its readers can expand their knowledge about cultural dimensions and

nuances and what it's like to work in two starkly different environments.

We will include a personalized viewpoint on the creation of a new kind of global company, as we each played our own role in the acquisition and integration of IBM PC and in a number of other major acquisitions since. We will provide our inside perspectives on what this unprecedented transition was like, how it became a catalyst for our own life changes, and the extraordinary adventures that followed for us and our families. After all, globalization isn't just some abstract concept or business strategy—it has a deeply human impact. It transforms lives.

In this post-recession economy, globalization is the favorite buzzword, but all too few walk the talk. Instead, most executives throw the term around without understanding what it really means. So how do lives change, how do families adjust, and how are careers transformed when businesses merge and expand across borders? What does globalization really mean for employees at all levels? How do corporate leaders build a diverse and inclusive culture that shapes best practices in ways that can motivate and inspire their most important resource: their people?

We will answer those questions through our personal and professional experiences, as well as through the stories of our colleagues and our founder and former chairman Liu Chuanzhi. The first chapters will focus on Lenovo's origins as a Chinese company and the pioneers whose courage and persistence helped us conquer the largest and arguably the most challenging consumer market in the world. To understand how far we've come, and the extraordinary nature of the decisions that we made, it's important for you to understand where we began.

Next, we'll detail the steps that we took to acquire an iconic brand and the difficult aftermath of that acquisition as we and our counterparts struggled, not always successfully, to understand each other and blend our cultures. We'll also take you from the transition period following the acquisition of IBM PC to our transformation into the high-tech behemoth that Lenovo is today. In later chapters, you'll also hear from each of us as we break down our HR strategy and tell you how we helped all the moving parts come together into one seamless operation. Because we want you to lose yourself in the chapters to come, we'll include our individual stories, as members of a cast of colorful characters.

Throughout, we'll share takeaways and principles that guided our long journey toward globalization, including:

- 1. Cultivate a zero mindset; past successes don't determine future growth.
- 2. Leverage the people who are willing to change.
- 3. Understand that clear communication goes beyond language.
- **4.** Cultural integration is not a sprint; it's a marathon.

Protect and Attack

We'll delve deeply into our Protect and Attack strategy, the development of our core values as a company, and how we execute through our Lenovo Way Five Ps-Plan, Perform,

Prioritize, Practice, and Pioneer—with concrete examples of how we leveraged these principles in our business, whether by streamlining our global supply chains or by developing innovative new products for the post-PC era of our business, making the transition from a core business of PCs to tablets, smartphones, servers, and other mobile Internet devices.

We'll give you all sides of our globalization story, from the integration of our high-tech manufacturing centers to our earliest struggles with basic communication. You'll meet Chinese executives who were so Westernized by their experiences living in the United States that they felt almost foreign when they returned home to Beijing. And you'll hear stories about veteran IBM executives who've formed lifelong friendships with their Eastern counterparts.

Not only does *The Lenovo Way* reflect the big-picture changes in how global businesses operate, but it illuminates the personal challenges of families confronting change, language barriers, and the challenges of moving from isolation to inclusion. It also highlights the dramatic shifts in perspective that women face when we find ourselves learning to navigate high-level careers and high-pressure jobs while simultaneously trying to figure out how to simply survive as wives and mothers in a completely foreign environment, without the usual support networks.

This is also a story about how colleagues can become friends. As longtime high-tech executives, the two of us have mirrored each other in some startling ways that demonstrate just how much people from different cultures have in common when they are willing to dig deep enough.

There will be takeaways, told through engaging and often amusing anecdotes of adjustment and acclimation to new cultures. These tales will capture the before, during, and after of "going global" and the evolution from pat assumptions to complex reality, from isolation to inclusion.

We'll also share the many insights our leaders have gained from analyzing our successes and failures, replaying each move like chess masters. These opportunities for personal and professional dialogue have been a godsend, providing us with essential checks and balances as we navigated our strange new worlds.

This is no ordinary business book because ours is no ordinary business. We've made things happen because we don't cling to conventional business practices. We adapt and adjust to the ever-evolving realities of our global business environment, yet what we do is always based on a set of core values that's become part of our DNA. We live and breathe this stuff, because we believe it is key to the successful future of any global business.

The Lenovo Way is a sweeping book full of urgency about the future of multinational corporations and how we as global business leaders need to conduct ourselves in the world at large. Consider this your official invitation to join us on this expansive ride. In the chapters that follow, you will learn exactly what it's like to dive into the unfamiliar worlds of our colleagues on opposite sides of the earth—and to experience firsthand what it truly means to go global.

About the Authors

Gina (**Jian**) **Qiao**, Senior Vice President of Human Resources at Lenovo, is the eighth-highest-ranking female executive in China, according to *Fortune China*. In many ways, Gina's steady climb from a secretary to the C-suite of the largest PC seller in the world reflects the extraordinary growth story of both Lenovo and China itself.

As leader of the technology giant's HR function, Gina oversees the organizational development, global talent, compensation, and benefits operations for more than 54,000 Lenovo employees across 60 countries, overseeing a corporate culture that is so diverse that six of the nine top leaders at the company are of different nationalities.

It was a long way to the top. Raised in the northeastern city of Dalian during China's Cultural Revolution, Gina remembers a time when the wealth, inclusiveness, and economic freedom that her country now enjoys were impossible to imagine. Her family members suffered greatly during this time. Her grandfather, a doctor who had been educated at Columbia University in New York in the 1930s and had practiced medicine in Boston before he was called back to help his country build hospitals, was arrested and imprisoned for more than two years as part of his "reeducation."

The repercussions affected everyone, including his children. In a family that reveres education, Gina's academically gifted father was barred from attending top-tier schools, although he eventually went on to become a mathematics professor at the University of Dalian.

Like most Chinese families before Deng Xiaoping's economic reforms took hold, the Qiaos had little. Food, especially meat, was scarce, and luxuries like new clothes were almost nonexistent. The small amount that Gina's parents had left from their meager resources was spent on books and school supplies. No one had to tell

her the importance of studying hard, and Gina scored at the top of her class throughout her school years, earning a spot at the prestigious Fudan University in Shanghai.

Gina obtained a bachelor's degree in management science, and, after graduating in 1990, she gained an entry-level position within Lenovo's planning department. Because of her knowledge of Lenovo's computer technology and her ability to communicate well in Mandarin, she was given the job of writing progress reports to the government and explaining why the business needed access to U.S. currency—at the time, the renminbi, the Chinese currency, was nonconvertible.

After six months in this role, Gina joined the secretarial pool for the chairman's office. While she is the first to admit that she was not cut out to be a secretary, it was there that Gina learned the art of prioritizing and multitasking, impressing the leadership with her diligence and building lasting relationships with the founding partners that would become crucially important later in her career.

Lenovo gave her not only a career but also a home. As a young university graduate, neither Gina nor her family had the funds to pay for accommodations in Beijing, so she lived in Lenovo's employee dorms, sharing a small space with four other colleagues. Two years later, a company-endorsed mortgage enabled her to buy her first apartment, in a housing complex built by Lenovo and also inhabited by 71 of her colleagues.

Before long, she moved on to Lenovo's marketing and branding divisions, helping to drive the company's growth in market share and its rise to leadership in China's PC market. She distinguished herself as an award-winning marketing manager and devised many advertising campaigns, some of which Lenovo still uses to this day.

By 2000, as Lenovo became the dominant player in China with a market share of 27 percent, CEO Yang Yuanqing (known as YY) decided that it was time to develop new goals for the company: to transform it into a diversified and global business. In 2002, YY asked Gina to help run the increasingly vital function of human resources. While she was reluctant to leave marketing, which she loved, Gina embraced the challenge and began the arduous process of recruiting more multinational talent to Lenovo to help support its global ambitions.

In 2004, Gina was involved in the yearlong negotiations to acquire IBM's PC division, a deal that finally closed on May 1, 2005. In October 2005, with the newly merged businesses doing better than expected, she moved to New York for a short-term assignment to design the organization, titles, compensation, benefits, and culture integration for the newly merged operation. She then followed the executive team to Singapore in June 2006, where she ran human resources for Lenovo's Asia-Pacific region.

Her task was daunting; the language and cultural barriers were profound. Few Lenovo executives had international experience, much less English language skills, including Gina. But Gina's collegial attitude and her commitment to learning English and immersing herself in unfamiliar corporate styles and cultures eventually won over the IBM PC employees.

In September 2007, Gina, along with her husband and her teenage daughter, relocated to Lenovo's U.S. headquarters in Raleigh, North Carolina, to serve as the Global Consumer Business HR head, living and working alongside her Lenovo International colleagues, learning their best practices, and incorporating those practices into the Lenovo Way. In 2009, while still in Raleigh, she led Lenovo's strategy and planning department, where she was responsible for helping to define, articulate, and implement the company's overarching global strategy, working closely with Lenovo's board of directors and executive committee. In 2011, she was promoted to senior vice president in charge of global HR.

Gina has since returned to Beijing with her husband, Frank Zhang, leaving her daughter, Georgia, to study art and economics at the University of North Carolina at Chapel Hill. Gina also began a blog on Weibo, the Chinese online social media platform, writing about her daily life as a busy female executive and mother; her blog has more than three million subscribers across China. She is regularly sought out as a speaker at colleges and corporate campuses throughout the world.

Gina holds an executive MBA from the China-Europe International Business School; she is also a 2012 graduate of the University of Michigan's Advanced Human Resource Executive Training. In 2012 and 2013, she was recognized as one of the top 10 businesswomen in Fortune China and China Entrepreneur magazine.

Today, Gina speaks fluent English, leading meetings and giving speeches to thousands of employees, and motivating her American team with jokes and stories about her own struggles to adapt to the dramatic changes that have occurred throughout her career at Lenovo.

Yolanda Convers is Vice President of Global HR Operations as well as the Chief Diversity Officer for Lenovo. As the first global diversity officer for a Chinese-heritage company, Yolanda is a pioneer in the field of human resources and one of the chief architects of the cultural integration of computer giants Lenovo and the IBM PC division. Nothing in the textbooks could have prepared her for the challenges of integrating two such widely divergent corporate styles from opposite sides of the globe—Lenovo, the successful Chinese company formerly known as Legend, and American icon IBM's PC division. Early in the merger, Lenovo committed to finding innovative and realistic approaches to cultural integration and diversity; these have been critical in enabling its top global talent to partner seamlessly within this new phase of growth, and Yolanda, sponsored by Lenovo's leadership executive committee, has played a significant role in helping to implement these changes. Yolanda led the launch of the Lenovo Way, a worldwide corporate culture initiative that has become a blueprint for business diversity across industries.

Born the youngest of seven children in the small town of Port Arthur, Texas, Yolanda was raised in a predominantly African American neighborhood by a working mother, while her father worked on numerous merchant ships that traveled internationally, remaining at sea for months at a time. Although he had no formal education, her father gained the knowledge and skills he needed to become the ship's chief steward, eventually earning a middle-class salary to support his family. His dedication to learning, his wisdom, and the stories he brought back from far-flung corners of the globe inspired Yolanda and awakened in her a desire to keep expanding her knowledge, as well as a curiosity about other cultures that remains with her to this day.

Yolanda became the first and only member of her family to receive both a bachelor's and a master's degree. During her freshman year studying computer science at Lamar University's college of engineering in Texas, from which she graduated a member of the Cap and Gown Senior Honor Society, she caught the attention of Texas Instruments, which hired her for three semesters of internships. Upon graduation, TI gave the young software engineer a full-time position.

In 1991, Yolanda moved to computer giant Dell, where she was the first African American female engineer hired by the company and where she had various roles in Product Development, Sales, Customer Service, Human Resources, and Procurement/Global Supply Chain. During her tenure at Dell, she earned an executive MBA in international business and won numerous professional accolades, including the YWCA Woman of the Year in Science and Technology, the Texas Legislative Black Caucus Outstanding Texan in Business, and the Women of Color in Technology National Award for Special Achievement.

But health problems before, during, and after the birth of her second son in 2005 followed by time away on maternity leave gave Yolanda some distance from and perspective on the company that she'd served for 15 years, helping her to realize the paramount importance of a work/life balance. This enabled her to see that it was time for a change, and she resigned from Dell and spent a year focusing on herself and her family in order to determine where her true passion lay.

In 2007, Yolanda was recruited by Lenovo and asked to take on one of the most significant challenges facing the company: global culture and diversity integration. That year, in order to better understand the culture and practices of her new colleagues in Asia, she relocated to Beijing for a short-term assignment, leading the design and implementation of strategies to integrate the complex fabric of Eastern and Western cultures. A year later, she was asked to expand her responsibilities by leading and creating programs to develop top global talent, foster a high-performance culture, and build employee capacity and alignment to drive better business outcomes.

Traveling extensively among Lenovo offices throughout China, the United States, and Europe, Yolanda has continued to be the chief diversity officer. Her responsibilities have included redefining what diversity means at Lenovo and within the industry at large, and integrating Lenovo employees from all cultures and backgrounds to promote teamwork across cultures. She has worked closely with the Leadership Executive Committee, including the chairman and CEO, her HR peers, and the global team, to improve understanding, respect, and communication among the wide range of nationalities and backgrounds that exist in the organization as a result of the IBM PC acquisition. This work ultimately led to the creation of the Lenovo Way, which has been embedded in the culture of the organization from the top down.

In 2009, Yolanda made the decision to move her family to Beijing for a longer-term assignment. Being based in China allowed her to work more closely with Lenovo's most senior leadership, including Chairman Liu. Moreover, during this critical period in Lenovo's global integration, the move also lessened her overseas travel schedule and enabled her to spend more time with her husband and her two young boys. She dedicated herself to the study of Mandarin and made a point of visiting different parts of China and other countries in Asia with her family in order to experience as much of her newly adopted home as she could.

In 2012, Yolanda was asked to take on another complex project: the overall reorganization of global HR operations. While continuing to oversee diversity, she has been given the task of completing the alignment of all Lenovo's employees into a single HR system, globalizing processes in order to ensure consistent day-to-day management and increased accuracy, speed, and efficiency in support of the business. In 2012, Yolanda also graduated from the University of Michigan's Advanced Human Resource Executive Program.

By far Yolanda's proudest accomplishment is the success and happiness of her family and the journey of personal growth that she and they shared during their almost 3½-year stay in Beijing. In 2009, Yolanda was declared Working Mother of the Year by Working Mother magazine, and she was featured on the *Today* show as a result. This is an achievement that she attributes to the unwavering support of her husband, Chris, and the love of her three sons, Christopher, Cameron, and Colton.

Copyright © 2014 by Gina Qiao and Yolanda Conyers. All rights reserved. Except as permitted under the United States Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the publisher.

ISBN: 978-0-07-183725-5

MHID: 0-07-183725-6

The material in this eBook also appears in the print version of this title: ISBN: 978-0-07-183724-8,

MHID: 0-07-183724-8.

eBook conversion by codeMantra Version 1.0

All trademarks are trademarks of their respective owners. Rather than put a trademark symbol after every occurrence of a trademarked name, we use names in an editorial fashion only, and to the benefit of the trademark owner, with no intention of infringement of the trademark. Where such designations appear in this book, they have been printed with initial caps.

McGraw-Hill Education eBooks are available at special quantity discounts to use as premiums and sales promotions or for use in corporate training programs. To contact a representative, please visit the Contact Us page at www.mhprofessional.com.

TERMS OF USE

This is a copyrighted work and McGraw-Hill Education and its licensors reserve all rights in and to the work. Use of this work is subject to these terms. Except as permitted under the Copyright Act of 1976 and the right to store and retrieve one copy of the work, you may not decompile, disassemble, reverse engineer, reproduce, modify, create derivative works based upon, transmit, distribute, disseminate, sell, publish or sublicense the work or any part of it without McGraw-Hill Education's prior consent. You may use the work for your own noncommercial and personal use; any other use of the work is strictly prohibited. Your right to use the work may be terminated if you fail to comply with these terms.

THE WORK IS PROVIDED "AS IS." McGRAW-HILL EDUCATION AND ITS LICENSORS MAKE NO GUARANTEES OR WARRANTIES AS TO ACCURACY, ADEQUACY OR COMPLETENESS OF OR RESULTS TO BE OBTAINED FROM USING THE WORK, INCLUDING ANY INFORMATION THAT CAN BE ACCESSED THROUGH THE WORK VIA HYPERLINK OR OTHER-WISE, AND EXPRESSLY DISCLAIM ANY WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO **IMPLIED** WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR Α McGraw-Hill Education and its licensors do not warrant or guarantee that the functions contained in the work will meet your requirements or that its operation will be uninterrupted or error free. Neither McGraw-Hill Education nor its licensors shall be liable to you or anyone else for any inaccuracy, error or omission, regardless of cause, in the work or for any damages resulting therefrom. McGraw-Hill Education has no responsibility for the content of any information accessed through the work. Under no circumstances shall McGraw-Hill Education and/or its licensors be liable for any indirect, incidental, special, punitive, consequential or similar damages that result from the use of or inability to use the work, even if any of them has been advised of the possibility of such damages. This limitation of liability shall apply to any claim or cause whatsoever whether such claim or cause arises in contract, tort or otherwise.