

Time Management Harvard Business Essentials

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Harvard Business Review

presents a collection of management insights and practices from some of the top thinkers in the field

quick practical management advice from harvard business review to help you do your job better drawing from hbr's popular management tip of the day newsletter this concise handy guide is packed with easy to read tips on a broad range of topics organized into the two major skills every manager must master managing yourself and managing your team management tips 2 from harvard business review puts the best management practices and insights from top thinkers in the field right at your fingertips pick it up any time you have a few minutes to spare and you'll have a fresh powerful idea you can immediately put into action with this handy book as your guide you'll stand the best chance of succeeding in your role as a manager

we all wish we could sharpen key management skills like writing more effective emails or proposals focusing to do lists on what really matters giving more persuasive presentations or dealing with a boss who makes you want to scream but who has the time the hbr guides can help

the one primer you need to develop your managerial and leadership skills whether you're a new manager or looking to have more influence in your current management role the challenges you face come in all shapes and sizes a direct report's anxious questions your boss's last minute assignment of an important presentation or a blank business case staring you in the face to reach your full potential in these situations you need to master a new set of business and personal skills packed with step by step advice and wisdom from harvard business review's management archive the hbr manager's handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees trust the book's brief sections allow you to home in quickly on the solutions you need right away or take a deeper dive if you need more context keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization in the hbr manager's handbook you'll find step by step guidance through common managerial tasks short sections and chapters that you can turn to quickly as a need arises self assessments throughout exercises and templates to help you practice and apply the concepts in the book concise explanations of the latest research and thinking on important management skills from harvard business review experts such as dan goleman clayton christensen john kotter and michael porter real life stories from working managers recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly the skills covered in the book include transitioning into a leadership role building trust and credibility developing emotional intelligence becoming a person of influence developing yourself as a leader giving effective feedback leading teams fostering creativity mastering the basics of strategy learning to use financial tools developing a business case

lead change amid constant turbulence and disruption get more of the ideas you want from the authors you trust with hbr's 10 must reads on change management vol 2 we've combed through hundreds of harvard business review articles and selected the most important ones to help you successfully transform your organization with insights from leading experts including john kotter tim brown and roger martin this book will inspire you to master the eight accelerators of strategic change turn your culture into a catalyst for transformation use your network ties to win over resisters apply design thinking to secure buy in scale agile practices across your organization get reorgs right avoid pursuing the wrong changes this collection of articles includes what everyone gets wrong about change management by n anand and jean louis barsoux cultural change that sticks by jon r katzenbach ilona steffen and caroline kronley culture is not the culprit by jay w lorsch and emily mctague the network secrets of great change agents by julie battilana and tiziana casciaro design for action by tim brown and roger l martin agile at scale by darrell k rigby jeff sutherland and andy noble the merger dividend by ron ashkenas suzanne francis and rick heinick getting reorgs right by stephen heidari robinson and suzanne heywood and your workforce is more adaptable than you think by joseph b fuller judith k wallenstein manjari raman and alice de chalendar hbr's 10 must reads paperback series is the definitive collection of books for new and experienced leaders alike leaders looking for the inspiration that big ideas provide both to accelerate their own growth and that of their companies should look no further hbr's 10 must reads series focuses on the core topics that every ambitious manager needs to know leadership strategy change managing people and managing yourself harvard business review has sorted through hundreds of articles and selected only the most essential reading on each topic each title includes timeless advice that will be relevant regardless of an ever changing business environment

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managing time quickly walks you through the basics assess how you spend your time now prioritize your tasks plan the right time to work on each one and avoid procrastination and interruptions

are your working relationships working against you to achieve your goals and get ahead you need to rally people behind you and your ideas but how do you do that when you lack formal authority or when you have a boss who gets in your way or when you're juggling others' needs at the expense of your own by managing up down and across the organization your success depends on it whether you're a young professional or an experienced leader the hbr guide to managing up and across will help you advance your agenda and your career with smarter networking build relationships that bring targets and deadlines within

reach persuade decision makers to champion your initiatives collaborate more effectively with colleagues deal with new challenging or incompetent bosses navigate office politics

the one primer you need to launch lead and sponsor successful projects we re now living in the project economy the number of projects initiated in all sectors has skyrocketed and project management skills have become essential for every leader and manager still project failure rates remain extremely high why leaders oversee too many projects and have too little visibility into them project managers struggle to translate their hands on technical knowledge up to senior management the result worthy projects are starved of time and resources and fail to deliver benefits while too much investment goes into the wrong projects to compete in the project economy you need to close this gap the hbr project management handbook shows you how in this comprehensive guide project management expert antonio nieto rodriguez presents a new and simple framework that will increase any project s likelihood of success packed with case studies from many industries worldwide it will teach you how to manage your organization s projects strategic programs and agile initiatives more effectively and push the best ones ahead to completion timeless yet forward looking this book will help you win in the project driven world in the hbr project management handbook you ll find everything you need to know about project management in practical nontechnical language a definitive taxonomy of project types from product launches to digital transformations to megaprojects a road map for becoming an effective project leader and executive sponsor a new simple and universal project framework the project canvas that breaks down any project into essential building blocks that can be easily understood by all project stakeholders original concepts and exclusive case studies from public and private sector organizations worldwide you ll learn a common language for project managers and executives to run successful projects across your organization when to use agile traditional or hybrid methods in your projects the twelve principles of successful projects including purpose agility and a focus on outcomes techniques for selecting and advancing the best projects and managing a strategic and balanced project portfolio how today s projects will help address some of the most pressing global trends including automation sustainability diversity and crisis management why project management needed to be reinvented and what the future holds hbr handbooks provide ambitious professionals with the frameworks advice and tools they need to excel in their careers with step by step guidance time honed best practices and real life stories each comprehensive volume helps you to stand out from the pack whatever your role

don t let your fear of finance get in the way of your success can you prepare a breakeven analysis do you know the difference between an income statement and a balance sheet or understand why a business that s profitable can still go belly up has your grasp of your company s numbers helped or hurt your career whether you re new to finance or you just need a refresher this go to guide will give you the tools and confidence you need to master the fundamentals as all good managers must the hbr guide to finance basics for managers will help you learn the language of finance compare your firm s financials with rivals shift your team s focus from revenues to profits assess your vulnerability to industry downturns use financial data to defend budget requests invest smartly through cost benefit analysis

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when it comes to project management success lies in the details this book walks managers through every step of project oversight from start to finish thanks to the book's comprehensive information on everything from planning and budgeting to team building and after project reviews managers will master the discipline and skills they need to achieve stellar results without wasting time and money

the one primer you need to develop your managerial and leadership skills whether you're a new manager or looking to have more influence in your current management role the challenges you face come in all shapes and sizes a direct report's anxious questions your boss's last minute assignment of an important presentation or a blank business case staring you in the face to reach your full potential in these situations you need to master a new set of business and personal skills packed with step by step advice and wisdom from harvard business review's management archive the hbr manager's handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees trust the book's brief sections allow you to home in quickly on the solutions you need right away or take a deeper dive if you need more context keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization in the hbr manager's handbook you'll find step by step guidance through common managerial tasks short sections and chapters that you can turn to quickly as a need arises self assessments throughout exercises and templates to help you practice and apply the concepts in the book concise explanations of the latest research and thinking on important management skills from harvard business review experts such as dan golemman clayton christensen john kotter and michael porter real life stories from working managers recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly the skills covered in the book include transitioning into a leadership role building trust and credibility developing emotional intelligence becoming a person of influence developing yourself as a leader giving effective feedback leading teams fostering creativity mastering the basics of strategy learning to use financial tools developing a business case hbr handbooks provide ambitious professionals with the frameworks advice and tools they need to excel in their careers with step by step guidance time honed best practices real life stories and concise explanations

of research published in harvard business review each comprehensive volume helps you to stand out from the pack whatever your role

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your boss plays an important role in your career so how do you navigate this delicate significant professional relationship without playing political games or compromising your character managing up offers concise expert tips on understanding your manager s priorities and pressures setting a positive tone for the relationship managing expectations and egos earning trust and respect about hbr s 20 minute manager series don t have much time get up to speed fast on the most essential business skills with hbr s 20 minute manager series whether you need a crash course or a brief refresher each book in the series is a concise practical primer that will help you brush up on a key management topic advice you can quickly read and apply for ambitious professionals and aspiring executives from the most trusted source in business also available as an ebook

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business

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