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HBR Guide to

Better Business Writing

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By Bryan A. Garner

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HBR Guide to Being More Productive (HBR Guide Series) Harvard Business Review, 2017-06-27 Productivity starts with you Every day begins with the same challenge too many tasks on your to do list and not enough time to accomplish them Perhaps you tell yourself to just buckle down and get it all done skip lunch work a longer day Maybe you throw your hands up recognize you can't do it all and just begin fighting the biggest fire or greasing the squeakiest wheel And yet you know how good it feels on those days when you're working at peak productivity taking care of difficult and meaty projects while also knocking off the smaller tasks that have been hanging over your head forever Those are the times when your day didn't run you you ran your day To have more of those days more often you need to discover what works for you given your strengths your preferences and the things you must accomplish Whether you're an assistant or the CEO whether you've been in the workforce for 40 years or are just starting out this guide will help you be more productive You'll discover different ways to Motivate yourself to work when you really don't want to Take on less but get more done Preserve time for your most important work Improve your focus Make the most of small pockets of time between meetings Set boundaries with

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Guide to Dealing with Conflict (HBR Guide Series) Amy Gallo, 2017-03-14 Learn to assess the situation manage your emotions and move on While some of us enjoy a lively debate with colleagues and others prefer to suppress our feelings over disagreements we all struggle with conflict at work Every day we navigate an office full of competing interests clashing personalities limited time and resources and fragile egos Sure we share the same overarching goals as our colleagues but we don't always agree on how to achieve them We work differently We rub each other the wrong way We jockey for position How can you deal with conflict at work in a way that is both professional and productive where it improves both your work and your relationships You start by understanding whether you generally seek or avoid conflict identifying the most frequent reasons for disagreement and knowing what approaches work for what scenarios Then if you decide to address a particular conflict you use that information to plan and conduct a productive conversation The HBR Guide to Dealing with Conflict will give you the advice you need to Understand the most common sources of conflict Explore your options for addressing a disagreement Recognize whether you and your counterpart typically seek or avoid conflict Prepare for and engage in a difficult conversation Manage your and your counterpart's emotions Develop a resolution together Know when to walk away Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges **HBR**

Guide to Managing Stress at Work Harvard Business Review, 2014-01-14 Are you suffering from work related stress Feeling overwhelmed exhausted and short tempered at work and at home Then you may have too much stress in your life Stress is a serious problem that impacts not only your mental and physical health but also your loved ones and your organization So what can you do to address it The HBR Guide to Managing Stress at Work will help you find a sustainable solution It will help you reach the goal of getting on an even keel and staying there You'll learn how to Harness stress so it spurs not hinders productivity Create realistic and manageable routines Aim for progress not perfection Make the case for a flexible schedule Ease the physical tension of spending too much time at your computer Renew yourself physically mentally and emotionally

HBR Guide to Project Management Harvard Business Review, 2012 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

Uncommon Law of Learned Writing 2.0 Chinua Asuzu, 2023-09-10 As lawyers we must not in hot pursuit of common law outrun common sense The dread of that eventuality prompted this book Uncommon Law of Learned Writing 2.0 promotes

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