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keep strategy front of mind How do you keep your eye on the long term amid a sea of short term demands The HBR Guide to Thinking Strategically provides practical advice and tips to help you see the big picture perspective in every aspect of your daily work from making decisions to setting team priorities to attacking your own to do list You ll learn how to Understand your organization s strategy Align your team around key objectives Focus on the priorities that matter most Spot trends in your company and in your industry Consider future outcomes when making decisions Manage trade offs Embrace a leadership mindset *HBR Guide to Data Analytics Basics for Managers (HBR Guide Series)* Harvard Business Review,2018-03-13 Don t let a fear of numbers hold you back Today s business environment brings with it an onslaught of data Now more than ever managers must know how to tease insight from data to understand where the numbers come from make sense of them and use them to inform tough decisions How do you get started Whether you re working with data experts or running your own tests you ll find answers in the HBR Guide to Data Analytics Basics for Managers This book describes three key steps in the data analysis process so you can get the information you need study the data and communicate your findings to others You ll learn how to Identify the metrics you need to measure Run experiments and A B tests Ask the right questions of your data experts Understand statistical terms and concepts Create effective charts and visualizations Avoid common mistakes *HBR Guide to Leading Teams (HBR Guide Series)* Mary Shapiro,2015-06-16 Great teams don t just happen How often have you sat in team meetings complaining to yourself Why does it take forever for this group to make a simple decision What are we even trying to achieve As a team leader you have the power to improve things It s up to you to get people to work well together and produce results Written by team expert Mary Shapiro the HBR Guide to Leading Teams will help you avoid the pitfalls you ve experienced in the past by focusing on the often neglected people side of teams With practical exercises guidelines for structured team conversations and step by step advice this guide will help you Pick the right team members Set clear smart goals Foster camaraderie and cooperation Hold people accountable Address and correct bad behavior Keep your team focused and motivated **HBR Guide to Collaborative Teams (HBR Guide Series)** Harvard Business Review,2021-08-03 Break down the barriers to effective collaboration For cross functional projects to work you need to bring together diverse ideas and resources from across your organization But office politics conflicting objectives and lack of clear authority can get in the way The HBR Guide to Collaborative Teams provides practical tips and advice to help you collaborate more effectively Whether you re leading your own direct reports or building a talented group from disparate parts of your organization you ll discover how to align others goals and skills so you can solve problems as a team and deliver great results You ll learn to Develop a shared purpose Bust departmental silos Lead employees who don t report to you Overcome conflict and turf wars Prevent collaborative overload and fatigue Use the right tools for virtual information sharing 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

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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 colleagues without alienating them Take time off without tearing your hair out 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 Emotional Intelligence (HBR Guide Series) Harvard Business Review, 2017-06-06 Managing the human side of work Research by Daniel Goleman a psychologist and coauthor of *Primal Leadership* has shown that emotional intelligence is a more powerful determinant of good leadership than technical competence IQ or vision Influencing those around us and supporting our own well being requires us to be self aware know when and how to regulate our emotional reactions and understand the emotional responses of those around us No wonder emotional intelligence has become one of the crucial criteria in hiring and promotion But luckily it s not just an innate trait Emotional intelligence is composed of skills that all of us can learn and improve on In this guide you ll learn how to Determine your emotional intelligence strengths and weaknesses Understand and manage your emotional reactions Deal with difficult people Make

smarter decisions Bounce back from tough times Help your team develop emotional intelligence 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 *The HBR Guides Collection (8 Books) (HBR Guide Series)* Harvard Business Review, Nancy Duarte, 2014-09-23 This collection will help you sharpen the key management skills you need to succeed today We all want to give more persuasive presentations write more effective emails master the basics of finance and manage both stress and time a bit better These Harvard Business Review Guides now offered as a complete digital collection will help you get there Packed with concise practical tips from leading experts the HBR Guides series is designed to help you learn and apply strategies and tactics to work smarter and more effectively every day This collection features digital editions of all eight books in the series HBR Guides on Persuasive Presentations Better Business Writing Getting the Right Work Done Managing Stress at Work Finance Basics for Managers Project Management Managing Up and Across and Getting the Mentoring You Need As an important part of your management toolkit these guidebooks will arm you with the advice you need to success on the job from the most trusted name in business For busy managers looking for answers to common challenges let these HBR Guides mentor you all the way to success About the HBR Guide series Arm yourself with the advice you need to succeed on the job from 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 Making Every Meeting Matter (HBR Guide Series) Harvard Business Review, 2016-11-15 Make every minute count Your calendar is full and yet your meetings don't always seem to advance your work Problems often arise with unrealistic or vague agendas off track conversations tuned out participants who don't know why they're there and follow up notes that no one reads or acts on Meetings can feel like a waste of time But when you invest a little energy in preparing yourself and your participants you'll stay focused solve problems gain consensus and leave each meeting ready to take action With input from over 20 experts combined with useful checklists sample agendas and follow up memos the HBR Guide to Making Every Meeting Matter will teach you how to Set and communicate your meeting's purpose Invite the right people Prepare an achievable agenda Moderate a lively conversation Regain control of a wayward meeting Ensure follow through without babysitting or haranguing Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges **HBR Guide to Coaching Employees (HBR Guide Series)** Harvard Business Review, 2014-11-18 Help your employees help themselves As a manager in today's business world you can't just tell your direct reports what to do You need to help them make their own decisions enable them to solve tough problems and actively develop their skills on the job Whether you have a star on your team who's eager to advance an underperformer who's dragging the group down or a steady contributor who feels bored and neglected you need to coach them Help shape their goals and support their efforts to

achieve them In the HBR Guide to Coaching Employees you ll learn how to Create realistic but inspiring plans for growth Ask the right questions to engage your employees in the development process Give them room to grapple with problems and discover solutions Allow them to make the most of their expertise while compelling them to stretch and grow Give them feedback they ll actually apply Balance coaching with the rest of your workload Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

HBR Guide to Office Politics Karen Dillon,2015 Every organization has its share of political drama Personalities clash Agendas compete Turf wars erupt But you need to work productively with your colleagues even the challenging ones for the good of your organization and your career This guide will teach you how to Build relationships with difficult people gain allies and increase your sphere of influence wrangle resources move up without alienating your colleagues avoid power games and petty rivalries and claim credit when it s due [HBR Guides to Being an](#)

[Effective Manager Collection \(5 Books\) \(HBR Guide Series\)](#) Harvard Business Review,Bryan A. Garner,Nancy Duarte,2017-11-14 Master the most critical professional skills with this five volume set that covers topics from personal effectiveness to leading others This specially priced collection includes books from the HBR Guide series on the topics of Getting the Right Work Done Better Business Writing Persuasive Presentations Making Every Meeting Matter and Project Management You ll learn how to Prioritize and stay focused Overcome procrastination Conquer email overload Push past writer s block Create powerful visuals Establish credibility with tough audiences Moderate lively conversations and regain control of wayward meetings Build a strong project team Create a realistic schedule and stay on track Manage stakeholders expectations 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 Guides to Emotional Intelligence at Work Collection (5 Books) (HBR Guide Series) Harvard Business Review,Karen Dillon,Amy Gallo,2017-11-14 Emotional intelligence has been shown to be more important than other competencies in determining outstanding leadership Emotions drive some of our most critical professional interactions whether you re inspiring your team to higher performance persuading your boss to see something from your point of view dealing with difficult colleagues or managing your own stress level Indeed knowing how to manage emotions has become one of the crucial criteria in hiring and promotion This specially priced five volume set includes books from the HBR Guide series on the topics of Emotional Intelligence Office Politics Dealing with Conflict Managing Stress at Work and Managing Up and Across You ll learn how to Monitor and channel your moods and reactions Determine your emotional intelligence strengths and weaknesses Deal with difficult people Understand when to resolve a conflict head on and when to let it go Influence others across the organization Build supportive alliances with coworkers and colleagues Handle workplace stress in productive ways Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed

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Managing Teams in the Hybrid Age: The HBR Guides Collection (8 Books) Harvard Business Review, 2023-06-13

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