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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 Managing Flexible Work (HBR Guide Series)** Harvard Business Review,2022-05-24

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HBR Guide to Crafting Your Purpose John Coleman,2022-01-11 Stop searching for purpose Build it We're living through a crisis of purpose Surveys indicate that people are feeling less connected to the meaning of their work asking How do I find my purpose That's the wrong question You don't find your purpose you build it The HBR Guide to Crafting Your Purpose debunks three common myths about purpose that purpose is found that you have only one and that it stays the same over

time Packed with stories tips and activities this book teaches you how to cultivate more meaning in your life and work and endow everything you do with purpose You ll learn how to Find the reason behind your work Identify what makes you feel happy and fulfilled Use job crafting to transform your role Build positive fulfilling relationships Connect your work to service 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 Making Better Decisions Harvard Business Review,2020-02-11 Learn how to make better faster decisions You make decisions every day from prioritizing your to do list to choosing which long term innovation projects to pursue But most decisions don t have a clear cut answer and assessing the alternatives and the risks involved can be overwhelming You need a smarter approach to making the best choice possible The HBR Guide to Making Better Decisions provides practical tips and advice to help you generate more creative ideas evaluate your alternatives fairly and make the final call with confidence You ll learn how to Overcome the cognitive biases that can skew your thinking Look at problems in new ways Manage the trade offs between options Balance data with your own judgment React appropriately when you ve made a bad choice Communicate your decision and overcome any resistance 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 Generative AI for Managers* Elisa Farri,Gabriele Rosani,2025-02-11 Leverage gen AI to save time innovate faster and lead effectively You re probably aware that generative AI can output quality text and create stunning images in seconds But smart managers are now using gen AI for high level work problem solving driving innovation strategic thinking and dozens of other applications Managers who develop their generative AI capabilities will soon be leaping ahead of those who don t Fortunately you can start today and see immediate results The HBR Guide to Generative AI for Managers is packed with practical tips prompts and case studies to accelerate and improve countless aspects of your work You ll learn how to Run smart experiments Boost your productivity Determine the right collaboration mode a Co Pilot or a Co Thinker Dialogue with AI for better decision making Be aware of the risks and avoid traps Capitalize on your gen AI enabled mindset 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 Unlocking Creativity Harvard Business Review,2023-06-20 Anyone can think more creatively and unlock innovation Creativity is the key to innovation but too many projects and teams are organized in ways that stifle new ideas You need to ensure that creativity can thrive and that you are part of the process Fortunately anyone can use method driven approaches to teach and learn creativity The HBR Guide to Unlocking Creativity will show you how to reach your creative potential manage creative collaboration and achieve groundbreaking results This guide will help you Understand the neuroscience of creativity Run better brainstorming sessions in person or virtually Use design thinking to

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HBR Guide to Retaining Your Best People Harvard Business Review,2025-08-05 Stop your top talent from walking out the door Employees have a sea of options when it comes to where and how they work and if they're not getting what they want they'll move on If the threat of having your top performers working for the competition isn't bad enough high turnover can inflict serious financial and emotional costs on your company The HBR Guide to Retaining Your Best People offers concrete advice and tactics to keep valuable employees engaged and loyal to your organization You'll discover how to meet their intrinsic needs create opportunities for career development and build a workplace where they want to excel You'll learn how to Uncover the real reasons employees quit Discover the elements of work your people value most Ensure your team feels seen heard and appreciated Keep your employees learning and growing Adjust how your people work in order to offer flexibility and avoid burnout Identify where your retention strategies fall short and fix them 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 Better Mental Health at Work (HBR Guide Series) Harvard Business Review,2022-09-27 Build a mentally healthy workplace Mental health is just as important as physical health Yet being honest about depression anxiety and other psychological conditions at work can feel risky and hasn't always been welcome How can you ensure that you and your colleagues feel as though mental health is supported at the office The HBR Guide to Better Mental Health at Work contains practical tips and advice to help you bring mental health out of the shadows and into everyday conversations You'll learn how to Build habits to support your mental health Stay productive even when you're not feeling like yourself Talk about mental health with peers and managers Reach out to someone who might be struggling Consider the impact of intersectionality Offer the benefits people really need Fight the stigma and reduce shame 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

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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 Leading Through Change** Harvard Business Review,2024-08-27 Drive transformation Change is now constant As a leader you must serve as interpreter project manager cheerleader and conduit Plans evolve Contexts shift Progress happens in fits and starts Through it all you must push your team forward even when you encounter pushback How can you ensure that your team has the information the mindset and the resources they need to be successful The HBR Guide to Leading Through Change provides the practical tips research stories and advice you need to understand communicate and implement change effectively no matter the size or scale of the challenge you re facing You ll learn to Improve your odds of success Communicate a shared vision Keep going even amid lags and setbacks Deal with naysayers and roadblocks Build trust and resilience on your team Make a lasting impact 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 Navigating the Toxic Workplace** Harvard Business Review,2024-01-16 Is your workplace toxic Toxic workplaces take many forms Whether you re dealing with a narcissistic boss a backstabbing colleague endless microaggressions or a culture of overwork and burnout it can feel impossible to know what to do Should you address the issue directly play office politics go to HR or just keep your head down The HBR Guide to Navigating the Toxic Workplace will help you set boundaries and change what you can while maintaining your mental health and self respect through some of the toughest interpersonal challenges you ll face at work You ll learn how to Recognize what s fixable Help bring problems to light Keep your performance up Protect your reputation and your career Prevent a toxic culture from infecting your team Rebuild trust and psychological safety Move on if you choose without burning bridges 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 Better Recruiting and Hiring** Harvard Business Review,2025-02-18 Discover and hire great talent An open position on your team presents both a challenge and an opportunity You need to understand what skills and capabilities will add value now and in the future all while juggling the hiring process with the day to day demands of your job as a manager The HBR Guide to Better Recruiting and Hiring provides the practical tips research stories and advice you need to successfully attract identify and hire people whose values competencies and potential align with your team and your organization You ll learn how to Identify gaps in your team s skill set Expand your talent pool Conduct productive interviews Partner effectively with HR Evaluate a candidate s potential for growth Make a compelling offer Negotiate with confidence 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

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