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Thomas Griffiths



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Harvard Business Review Everyday Emotional Intelligence Harvard Business Review, Daniel Goleman, Richard E. Boyatzis, Annie McKee, Sydney Finkelstein, 2017-11-07 Fundamental frameworks for emotional intelligence and how to apply them every day According to research by Daniel Goleman emotional intelligence has proved to be twice as important as other competencies in determining outstanding leadership It is now one of the crucial criteria in hiring and promotion processes performance evaluations and professional development courses And it s not innate it s a skill that all of us can improve With this double volume you ll get HBR s 10 Must Reads on Emotional Intelligence and the HBR Guide to Emotional Intelligence That s 10 definitive HBR articles on emotional intelligence by Goleman and other leaders in the field curated by our editors paired with smart focused advice from HBR experts about how to implement those ideas in your daily work life With *Everyday Emotional Intelligence*

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MEET YOUR GOALS ON TIME AND ON BUDGET How do you rein in the scope of your project when you ve got a group of demanding stakeholders breathing down your neck And map out a schedule everyone can stick to And motivate team members who have competing demands on their time and attention Whether you re managing your first project or just tired of improvising this guide will give you the tools and confidence you need to define smart goals meet them and capture lessons learned so future projects go even more smoothly The HBR Guide to Project Management will help you Build a strong focused team Break major objectives into manageable tasks Create a schedule that keeps all the moving parts under control Monitor progress toward your goals Manage stakeholders expectations Wrap up your project and gauge its success **HBR Guide to Persuasive Presentations** Nancy Duarte,2012 Terrified of speaking in front of a group Or simply looking to polish your skills No matter where you are on the spectrum this guide will give you the confidence and the tools you need to get results Learn how to win over tough crowds organize a coherent narrative create powerful messages and visuals connect with and engage your audience show people why your ideas matter to them and strike the right tone in any situation **HBR Guide to Better Business Writing** Bryan Garner,2013-01-15

DON T LET YOUR WRITING HOLD YOU BACK When you re fumbling for words and pressed for time you might be tempted to dismiss good business writing as a nicety But it s a skill you must cultivate to succeed You ll lose time money and influence if your e mails proposals and other important documents fail to win people over The HBR Guide to Better Business Writing by writing expert Bryan A Garner gives you the tools you need to express your ideas clearly and persuasively so clients colleagues stakeholders and partners will get behind them This book will help you Push past writer s block Grab and keep readers attention Earn credibility with tough audiences Trim the fat from your writing Strike the right tone Brush up on grammar punctuation and usage [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 Managing**

Up and Across Harvard Business Review, 2013-01-15 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

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