



4 ITEM COLLECTION

Guide To Managing Stress Hbr

Karen Dillon



Guide To Managing Stress Hbr:

HBR Guide to Managing Stress at Work (HBR Guide Series) Harvard Business Review, 2013-12-17 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

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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

HBR Guide to Executing Your Strategy Harvard Business Review,2023-08-29 Put your strategy into action Even the best competitive strategies mean nothing if they aren t executed well Yet many organizations struggle when they move from defining a strategy to actually applying it Somehow all the careful planning falls apart initiatives fail and leaders are left wondering how to pick up the pieces The HBR Guide to Executing Your Strategy is here to help This book offers leaders and managers tips and advice for sharing the strategy with your employees making the shift toward the right objectives and seeing your strategy come to fruition You ll learn how to Understand the why behind your strategy Identify the capabilities you have and the ones you need Communicate objectives and priorities effectively to your team Prioritize strategic projects and let go of outdated ones Encourage cross silo collaboration toward organizational goals Adjust course when necessary 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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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 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 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 with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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HBR Guide to Changing Your Career Harvard Business Review, 2018-07-17 Your next act starts now You're ready for something new but it's hard to start over Just the idea of trading the security you have now for the unknown or throwing away the education and time you've invested in your current career can plunge you into a swirl of indecision and anxiety But mixing things up every few years is an increasingly normal and cyclical part of a healthy work life a way to gain new skills and stretch your existing ones by applying them to different contexts Whether you know what you want to do next or you're still evaluating options the HBR Guide to Changing Your Career will help you Imagine other professional selves Identify the skills you need and those you already possess that will transfer to another industry Assess the financial implications of the change you're considering Try out new roles without endangering your current job Explain a seemingly winding career path Pitch yourself into a new role

HBR Guide to Work-Life Balance Harvard Business Review, Stewart D. Friedman, Elizabeth Grace Saunders, Peter Bregman, Daisy Wademan Dowling, 2019-04-16 Stop running on empty Every day you juggle the many components that fill your life Between work and family commitments volunteer work hobbies and managing your physical and mental health it's easy to feel overwhelmed and that you're letting someone down or neglecting some aspect of your life But you can find ways to honor all of your commitments without collapsing The HBR Guide to Work Life Balance will help you Evaluate and adjust your priorities Manage expectations Set and spend your time budget Make plans and backup plans Understand how to make trade offs Prioritize self care Discover what works for you *HBR Guide to*

Thinking Strategically (HBR Guide Series) Harvard Business Review, 2018-12-18 Bring strategy into your daily work It's your responsibility as a manager to ensure that your work and the work of your team aligns with the overarching objectives of your organization But when you're faced with competing projects and limited time it's difficult to 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

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HBR Guide to Leading Teams Mary Shapiro, 2015 This guide 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 Publisher

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 **HBR Guide to Motivating People (HBR Guide Series)** Harvard Business Review,2019-05-28 Help your people reach their potential As a manager it s your responsibility to ensure your team is motivated and performing at a high level But recent data reveals abysmal engagement levels among workers around the globe How do you fix the problem before your most talented people walk out the door By understanding what drains your employees you can increase their job satisfaction and push them toward achieving their goals The HBR Guide to Motivating People provides practical tips and advice to help your team find meaning in their work build on their strengths and produce the best results for the organization You ll learn how to Pinpoint the root causes of lackluster performance Tailor rewards and recognition to individuals Connect routine work activities to a higher purpose Support your employees growth and development Prevent burnout especially in your top performers Create a culture of engagement 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 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

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