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HBR Guide to Negotiating (HBR Guide Series) Jeff Weiss, 2016-01-26 Forget about the hard bargain Whether you're discussing the terms of a high stakes deal forming a key partnership asking for a raise or planning a family event negotiating can be stressful One person makes a demand the other concedes a point In the end you settle on a subpar solution in the middle if you come to any agreement at all But these discussions don't need to be win or lose situations Written by negotiation expert Jeff Weiss the HBR Guide to Negotiating provides a disciplined approach to finding a solution that works for everyone involved Using a seven part framework this book delivers tips and advice to move you from a game of concessions and compromises to one of collaboration and creativity resulting in better outcomes and better working relationships You'll learn how to Prepare for your conversation Understand everyone's interests Craft the right message Work with multiple parties Disarm aggressive negotiators Choose the best solution

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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 for Women at Work \(HBR Guide Series\)](#) Harvard Business Review,2018-10-23 Make your career what you want it to be Women regularly face unfair challenges in the workplace from being passed over for promotion to being ignored in conversation Unconscious bias and negative assumptions are working against them As a woman how can you break through these barriers and get what you want from your career The HBR Guide for Women at Work will help you identify and overcome the factors that are holding you back It provides practical tips and advice so you can face gender stereotypes head on make yourself visible when opportunities arise and demonstrate your leadership skills You'll learn to Speak up in meetings in a way that ensures your ideas will be heard Wield influence by building the right relationships Advocate for yourself and for what you want Align yourself with mentors and sponsors to support your growth Show passion without being perceived as too emotional Create your unique vision as a leader **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 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

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pressing work challenges *HBR Guide to Smarter Networking (HBR Guide Series)* Harvard Business Review,2022-08-16

Make the connections that will help you succeed and advance faster Networking doesn't stop once you've landed the job Building a high quality diverse network is key to learning and growth influencing others and launching your ideas But how do you move beyond small talk and cold emails to building a network that is strategic and effective made up of authentic relationships The HBR Guide to Smarter Networking will give you the tools you need to connect confidently get your initiatives off the ground and move up in your career This guide will help you Make great first impressions Connect better at conferences in person or virtual Reach out to find your next job Overcome obstacles to building your network Avoid networking burnout Keep your network healthy over the long haul 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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