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Business Essentials Managing Projects Large and Small, 2004-02-19 When it comes to project management success lies in the details This book walks managers through every step of project oversight from start to finish Thanks to the book s comprehensive information on everything from planning and budgeting to team building and after project reviews managers will master the discipline and skills they need to achieve stellar results without wasting time and money [Managing Time](#) Harvard Business Review, 2014 Managing time quickly walks you through the basics assess how you spend your time now prioritize your tasks plan the right time to work on each one and avoid procrastination and interruptions **HBR Guide to Project Management (HBR Guide Series)** Harvard Business Review Press, 2013-01-15 **The HBR 20-Minute Manager Collection (8 Books) (HBR 20-Minute Manager Series)** Harvard Business Review, 2014-09-23 A curated collection of the business basics For today s time strapped manager or professional setting aside time to brush up on key management skills is almost impossible Luckily Harvard Business Review s 20 Minute Manager Collection is here to help Designed to get you up to speed quickly with learnings you can apply immediately this digital collection will help you sharpen the most essential business skills This set includes full digital editions of all eight books in the series including HBR s 20 Minute Managers on Finance Basics Presentations Managing Projects Delegating Running Meetings Managing Time Managing Up Creating Business Plans Each of these is primer on these necessary skills all from the most trusted name in business Whether you re looking for a crash course or a brief refresher you ll find just what you need to succeed in the HBR 20 Minute Manager Collection Don t have much time Get up to speed fast on the most essential business skills with HBR s 20 Minute Manager series Whether you need a crash course or a brief refresher each book in the series is a concise practical primer that will help you brush up on a key management topic Advice you can quickly read and apply for ambitious professionals and aspiring executives from the most trusted source in business **HBR Guide to Managing Strategic Initiatives** Harvard Business Review, 2020-02-11 This big initiative could make or break this fiscal year or your career Managing a successful strategic initiative may be the key to transforming your company and propelling your career forward Yet running a cross functional team on a high profile project can present a multitude of challenges and risks causing even the most experienced manager to struggle The HBR Guide to Managing Strategic Initiatives provides practical tips and advice to help you manage all the stages of an initiative s life cycle from buy in to launch to scaling up You ll learn how to Win and keep support for your new initiative Move rapidly from approval to implementation Assemble transformative high performing initiative teams Maintain the confidence of sponsors and stakeholders Stay on schedule and within budget Avoid initiative overload by killing projects that aren t meeting business needs Keep multiple initiatives in strategic alignment 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 Collaborative Teams \(HBR Guide Series\)](#) Harvard Business Review, 2021-08-03 Break down the barriers to effective collaboration For cross functional

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