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# **HBR Guide to**

## **Finance Basics for Managers**

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# Hbr Guide To Finance Basics For Managers

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## **Hbr Guide To Finance Basics For Managers:**

**HBR Guide to Finance Basics for Managers (HBR Guide Series)** Harvard Business Review Press,2012-10-02

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Retirement is perhaps the greatest and most deeply personal career transition you'll ever make. Will you switch gears slowly or stop work entirely? Will you have the money, the good health, and the companionship you need to enjoy it? The HBR Guide to Designing Your Retirement provides the practical tips, research, stories, and advice you need to take stock of your skills and interests and define retirement for yourself. You'll learn how to assess your readiness to make the transition, craft a plan to slow your pace or stop working altogether, experiment with possible future selves, find new ways to apply old skills, communicate your plan to key partners, bridge your old identity to your new one, stay connected, 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 Being a Great Boss](#) Harvard Business Review, 2022-01-18. Are you a good boss or a great one? Good bosses can handle the day-to-day work of running a team. Great bosses go beyond that, finding ways to help employees become better versions of themselves as people and professionals. But as a manager, how do you reach that next level? The HBR Guide to Being a Great Boss contains practical tips and advice to help you become a more well-rounded leader, one who sparks creativity, engagement, collaboration, and growth in your team. You'll learn how to magnify your people's strengths, create a welcoming, inclusive culture, communicate effectively and regularly with your team, challenge your people to grow beyond their current limits, recognize and reward good work, establish yourself as a trustworthy leader and colleague, and 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 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, and 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 Being More Productive \(HBR Guide Series\)](#) Harvard Business Review, 2017-06-27. 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 Find a way to work that works for you The 9 to 5 office routine no longer exists Many employees have the option to work anywhere any time But how do you find the flexible arrangement that's right for you And how do you manage a team when they're all working in different places and on different schedules The HBR Guide to Managing Flexible Work is filled with practical tips and advice to help you and your team stay productive and connected no matter when or where you work You'll learn how to Set a flexible work schedule that meets your needs Remain connected and visible Get more done in less time Make the most of hybrid meetings Keep your team engaged both in person and virtually 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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