

Instant MBA: Think, Perform And Earn Like A Top Business School Graduate (52 Brilliant Ideas)

It's normal to feel overwhelmed by the hard things in life, but lately doesn't it seem like we're feeling this way a lot more often than we used to? The problem isn't a lack of motivation or effort, but that motivation and effort are limited resources. The more we deplete them, the more burnt out we get, making it even harder to produce the results we want. In 'Effortless', Greg McKeown show us how to make essential tasks easier so that we can accomplish more of what matters, without burning out. From the author of 'Essentialism'.

Motivation expert James Fell teaches readers how to skip the hard part and go directly from intention to committed action. After years of helping people change, James Fell had a sudden insight about sudden insight: significant life change doesn't often come from just putting one foot in front of the other, carefully observing and altering habits, slogging through baby steps toward new behavior. Rather, the research reveals that serious life turnaround usually happens in a moment, with a flash of inspiration. Epiphany arrives like a lightning strike, rapidly shifting the recipient of such enlightenment onto a new path that creates a better life. Motivational psychology has traditionally focused on slow and steady—gradual improvement over time to reach a desired goal, whether it's weight loss, career change, battling addiction, or success in relationships. We've been told since toddlerhood that the tortoise beats the hare. But, through compelling science and powerful stories, James Fell shows us that the hare has the edge; overwhelming desire can be awakened fast and furiously. When you learn to become attuned to that sensation of sudden awakening, a new path can be followed almost effortlessly, because it feels like destiny. Everyone has the ability to experience the lightning strike. The Holy Sh!t Moment will teach you how to create a life-changing epiphany and go directly from intention to action.

Instant MBA contains top tips for rapid career advancement minus the academic jargon and waffle - taking you straight to the important bits. If you are thinking of doing an MBA but are time-poor, if you can't afford to do an MBA or if you are currently doing an MBA and can't see the wood for the trees, Instant MBA is essential reading. Explore the Other Side of Enlightenment Does enlightenment have a dark side? It does, explains David Deida, but instead of closing to what seems unloving, we can learn to open as what we would rather avoid. In Instant Enlightenment, this maverick author and teacher offers a "rude awakening" through a collection of daring exercises and practices intended to provoke, challenge, and immediately reveal the ever-present "love that lives all things." Each pithy chapter encourages readers to blast the light of consciousness on the taboos we hide in shadow, from our ideas about sex and money to emotions and spirituality. Instant Enlightenment will surprise and possibly offend you—but it will lead you "fast and suddenly" to the realization of the sacred entirety of your experience. "Dive straight into this book. Open to any page and read for two minutes, and you'll see that you are instant enlightenment."—Ken Wilber, author of A Brief History of Everything

Go Home E-Mail Free; Bags of Energy Now; Give Great Presentations (And Without a Slidedeck); Make Better Presentations More Often; Boost Your Productivity

Make it Easier to Do what Matters Most

You, Only Better

The MBA Reality Check

How to Instantly Harness Mindfulness and the Power of Positive Thinking

What We Think We Become

The Business Skills Collection: 30 Minute Reads

The Holy Sh!t Moment

#1 NEW YORK TIMES, WALL STREET JOURNAL, AND BOSTON GLOBE BESTSELLER • One of the most acclaimed books of our time: an unforgettable memoir about a young woman who, kept out of school, leaves her survivalist family and goes on to earn a PhD from Cambridge University “Extraordinary . . . an act of courage and self-invention.”—The New York Times NAMED ONE OF THE TEN BEST BOOKS OF THE YEAR BY THE NEW YORK TIMES BOOK REVIEW • ONE OF PRESIDENT BARACK OBAMA'S FAVORITE BOOKS OF THE YEAR • BILL GATES'S HOLIDAY READING LIST • FINALIST: National Book Critics Circle's Award In Autobiography and John Leonard Prize For Best First Book • PEN/Jean Stein Book Award • Los Angeles Times Book Prize Born to survivalists in the mountains of Idaho, Tara Westover was seventeen the first time she set foot in a classroom. Her family was so isolated from mainstream society that there was no one to ensure the children received an education, and no one to intervene when one of Tara's older brothers became violent. When another brother got himself into college, Tara decided to try a new kind of life. Her quest for knowledge transformed her, taking her over oceans and across continents, to Harvard and to Cambridge University. Only then would she wonder if she'd traveled too far, if there was still a way home. “Beautiful and propulsive . . . Despite the singularity of [Westover's] childhood, the questions her book poses are universal: How much of ourselves should we give to those we love? And how much must we betray them to grow up?”—Vogue NAMED ONE OF THE BEST BOOKS OF THE YEAR BY The Washington Post • O: The Oprah Magazine • Time • NPR • Good Morning America • San Francisco Chronicle • The Guardian • The Economist • Financial Times • Newsday • New York Post • theSkimm • Refinery29 • Bloomberg • Self • Real Simple • Town & Country • Bustle • Paste • Publishers Weekly • Library Journal • LibraryReads • Book Riot • Pamela Paul, KQED • New York Public Library

Want to conquer your e-mail inbox once and for all? Need help getting organized and staying focused? Start reading! Millions of people already benefit from the innovative, time-saving tips that Stever Robbins dispenses each week in his #1 ranked Get-It-Done Guy podcast. Now he's come up with a 9-step plan to transform even the most overwhelmed into an overachiever. You will learn to: Beat procrastination by speed dating your tasks: You'll face anything if it's just for three minutes; schedule small, finite periods of time for those tasks that seem too overwhelming to get started on. Give your technology a performance review: Our smart phones, PDAs, and computers often make less work in one area while making much more work in others. Review your technology to make sure it's

delivering on its promise. Cut out the small talk: Small talk builds superficial relationships, which is a grand waste of time. Ask better questions to make instant connections that'll benefit you for years to come. Written in the uniquely humorous style Stever is known for, *Get-It-Done Guy's 9 Steps to Work Less and Do More* will help you break the bad habits slowing you down and holding you back. Work less and do more—your free time is waiting!

Let's be honest: the financial outlook isn't great. However, as long as they act now, businesses can keep afloat. *Beat the recession: A blueprint for business survival* contains the best current thinking on how to survive in the present global economic downturn. *Beat the recession* is a practical toolkit containing invaluable and practical advice to help owners of businesses, large or small, to weather the economic storm and emerge triumphant. There's no padding, no waffle or theory, just 100% turn-this-business-around-now value. *Beat the recession* has been written for business owners and managers who just want to get straight to the facts. It contains more than 170 brilliant ideas that can be implemented straightaway to strengthen and increase company performance, including the key areas where readers can make, or break, their business; practical steps that need to be taken right now to ensure survival; insights on how readers can implement these measures across their businesses; step-by-step action points to guide them through problem areas; secrets for keeping morale high and tips to increase productivity and equip businesses to weather the economic storm and emerge from it stronger and more competitive.

This business classic features straight-talking advice you'll never hear in school. Featuring a new foreword by Ariel Emanuel and Patrick Whitesell Mark H. McCormack, one of the most successful entrepreneurs in American business, is widely credited as the founder of the modern-day sports marketing industry. On a handshake with Arnold Palmer and less than a thousand dollars, he started International Management Group and, over a four-decade period, built the company into a multimillion-dollar enterprise with offices in more than forty countries. To this day, McCormack's business classic remains a must-read for executives and managers at every level. Relating his proven method of "applied people sense" in key chapters on sales, negotiation, reading others and yourself, and executive time management, McCormack presents powerful real-world guidance on • the secret life of a deal • management philosophies that don't work (and one that does) • the key to running a meeting—and how to attend one • the positive use of negative reinforcement • proven ways to observe aggressively and take the edge • and much more Praise for *What They Don't Teach You at Harvard Business School* "Incisive, intelligent, and witty, *What They Don't Teach You at Harvard Business School* is a sure winner—like the author himself. Reading it has taught me a lot."—Rupert Murdoch, executive chairman, News Corp, chairman and CEO, 21st Century Fox "Clear, concise, and informative . . . Like a good mentor, this book will be a valuable aid throughout your business career."—Herbert J. Siegel, chairman, Chris-Craft Industries, Inc. "Mark McCormack describes the approach I have personally seen him adopt, which has not only contributed to the growth of his business, but mine as well."—Arnold Palmer "There have been what we love to call dynasties in every sport. IMG has been different. What this one brilliant man, Mark McCormack, created is the only dynasty ever over all sport."—Frank Deford, senior contributing writer, *Sports Illustrated*

For Graduates

Total Quality Management

10 instant MBA lessons

Get-It-Done Guy's 9 Steps to Work Less and Do More

Make Better Decisions More Often: 30 Minute Reads

The Power of Habit

How Strategy Works in the Real World

"It took me a long time and most of the world to learn what I know about love and fate and the choices we make, but the heart of it came to me in an instant, while I was chained to a wall and being tortured." So begins this epic, mesmerizing first novel by Gregory David Roberts, set in the underworld of contemporary Bombay. *Shantaram* is narrated by Lin, an escaped convict with a false passport who flees maximum security prison in Australia for the teeming streets of a city where he can disappear. Accompanied by his guide and faithful friend, Prabaker, the two enter Bombay's hidden society of beggars and gangsters, prostitutes and holy men, soldiers and actors, and Indians and exiles from other countries, who seek in this remarkable place what they cannot find elsewhere. As a hunted man without a home, family, or identity, Lin searches for love and meaning while running a clinic in one of the city's poorest slums, and serving his apprenticeship in the dark arts of the Bombay mafia. The search leads him to war, prison torture, murder, and a series of enigmatic and bloody betrayals. The keys to unlock the mysteries and intrigues that bind Lin are held by two people. The first is Khader Khan: mafia godfather, criminal-philosopher-saint, and mentor to Lin in the underworld of the Golden City. The second is Karla: elusive, dangerous, and beautiful, whose passions are driven by secrets that torment her and yet give her a terrible power. Burning slums and five-star hotels, romantic love and prison agonies, criminal wars and Bollywood films, spiritual gurus and mujaheddin guerrillas---this huge novel has the world of human experience in its reach, and a passionate love for India at its heart. Based on the life of the author, it is by any measure the debut of an extraordinary voice in literature.

Remove Negative Thinking: How to Instantly Harness Mindfulness and The Power of Positive Thinking Discover How to Instantly Harness Mindfulness and the Power of Positive Thinking Description Remove Negative Thinking will help you to be mindful and to tap into the power of positive thinking so that you can identify what you want and achieve any goal that you set for yourself. By reading this book, you will discover how to end the habit of negative thinking, by harnessing mindfulness and other positive thinking techniques. After reading *Remove Negative Thinking*, you will be able to: - Recognize and remove your negative thinking patterns throughout the day - Reframe how you see the world - Connect to your passion and purpose - Focus on abundance and live in the now - Move outside your comfort zone - Stay motivated and surround yourself with positive people

Expanded and updated for graduates just entering the workforce, a latest edition of a best-selling guide to finding and getting the most out of a first job shares professional advice for résumé writing, recommended interviewing practices and salary

negotiation.

NEW YORK TIMES BESTSELLER • This instant classic explores how we can change our lives by changing our habits. NAMED ONE OF THE BEST BOOKS OF THE YEAR BY The Wall Street Journal • Financial Times In *The Power of Habit*, award-winning business reporter Charles Duhigg takes us to the thrilling edge of scientific discoveries that explain why habits exist and how they can be changed. Distilling vast amounts of information into engrossing narratives that take us from the boardrooms of Procter & Gamble to the sidelines of the NFL to the front lines of the civil rights movement, Duhigg presents a whole new understanding of human nature and its potential. At its core, *The Power of Habit* contains an exhilarating argument: The key to exercising regularly, losing weight, being more productive, and achieving success is understanding how habits work. As Duhigg shows, by harnessing this new science, we can transform our businesses, our communities, and our lives. With a new Afterword by the author “Sharp, provocative, and useful.”—Jim Collins “Few [books] become essential manuals for business and living. *The Power of Habit* is an exception. Charles Duhigg not only explains how habits are formed but how to kick bad ones and hang on to the good.”—Financial Times “A flat-out great read.”—David Allen, bestselling author of *Getting Things Done: The Art of Stress-Free Productivity* “You’ll never look at yourself, your organization, or your world quite the same way.”—Daniel H. Pink, bestselling author of *Drive* and *A Whole New Mind* “Entertaining . . . enjoyable . . . fascinating . . . a serious look at the science of habit formation and change.”—The New York Times Book Review

The Melancholy MBA

The Big Book of Conflict Resolution Games: Quick, Effective Activities to Improve Communication, Trust and Collaboration

What I Didn't Learn in Business School

MBA On The Go: 30 Minute Reads

Think, perform and earn like a top business-school graduate

How to Carve Out Creative Space in a World of Schedules, Budgets, and Bosses

What Would Google Do? LP

With Guided Steps to Success

A no-nonsense guide to getting into business school at a time when the industry requirements are evolving and competition is at a record level. MBA programs are redefining their mission and seeking a new generation of business visionaries. No longer simply about grades or test scores, top schools now look for students with a transformative vision. The *MBA Reality Check* covers everything from the specifics of the application process to how applicants can position themselves among the crop of tomorrow's business innovators. Through their work with hundreds of MBA hopefuls, Forster and Thomas have shown what it takes to succeed in today's highly competitive marketplace, including: ?How applicants can find their own exceptional story to set them apart ?What to include in an MBA application-and what to leave out ?What b-schools really want to learn about candidates ?How to turn any question into an opportunity to illustrate unique leadership qualities

What I Didn't Learn in Business School is a compelling read---whether you're a recent business school grad struggling to apply your new knowledge or an experienced leader who already knows that no strategy is created in a vacuum. --Book Jacket.

Maybe you're a recent college graduate, looking for a successful start to your career. Or an experienced professional, feeling the need to try something new. Either way, a whole host of opportunities await you-but if you really hope to ace that interview and get the job you want, you'll need the right skills to get ahead. So when you're navigating the complex twists and turns of today's changing job market, let *I'll Get That Job!* serve as your road map and guide. Featuring advice from real HR professionals, headhunters, and team managers, this essential job-hunting companion will let you know exactly what you need to do to increase your chances, from social media presence to writing a great CV. While shedding light on the many myths and outdated "rules" that may actually bog you down in today's job-seeking experience, *I'll Get That Job!* serves as a source of motivation and encouragement for modern job hunters. After all, with hard work and the right mind-set, it really is possible for you to get that job you've always wanted-and become the most successful version of yourself along the way! You're half an hour away from a more productive life! Why not use your next spare half an hour to skill-up? Each of these short e-books can be read in just 30 minutes. Addressing those painful work problems, and giving practical tools and expert advice to overcome them, the 30 Minute Reads series will make your work-life more productive, less painful and more successful! Too much to do and not enough time to do it in? Spend 30 minutes boosting your productivity with this succinct, pragmatic guide then blast through your to-do list and leave everyone else trailing in your wake. Also available in a digital bundle with 4 other titles as part of 30 Minute Reads: The business skills collection. *Boost Your Productivity* will help you: Identify the problem and what isn't working Discover the 10 Big Strategies Put in place your super-structured, super-easy, 5-day count-down plan to no more pain.

Boost Your Productivity: 30 Minute Reads

MBA

I'll Get That Job!

The Disciplined Pursuit of Less

A Novel

Instant Enlightenment

Remove Negative Thinking

A Short Cut to More Effective Decision Making

We are shaped by our thoughts; we become what we think. When the mind is pure, joy follows like a shadow that never leaves. -Buddha You can achieve anything you want if you have control over your thoughts. You can replicate a life of a winner in you or you can be your enemy. It solely depends on which staircase you select for yourself; a positive value staircase or a negative

value staircase. Understand the art of climbing a positive value staircase and redirect your vision with the help of visualization technique. Understand when hard work leads to failure. Understand the GOAL of a goal. Understand when expectations don't hurt you. Understand the purpose of your life.

Stresses the importance of strong management commitment, and discusses training, daily management, cross-functional management, and policy management

Discover the principles, practices, and insider secrets of paid professional speaking success in 77 instant-access "microchapters" that will help you market your smarts, monetize your message, and dramatically expand your reach and revenue. For thought-leading CEOs, executives, consultants, and entrepreneurs, the true test of your personal brand comes down to one simple question: When you speak, do people listen? In *Do It! Speaking*, nationally-acclaimed marketing expert and host of the *The Speaking Show Podcast* David Newman teaches you how to build a thriving speaking career. Regardless of the speaking venue: in-person events, virtual appearances, conference stages, and any other place where you are being paid to share your expertise with an audience, the powerful articulation of your value, relevance, and impact is what makes experts stand out. But where do you start when you're trying to build your speaking platform? This book is the definitive guide on how to: Develop your speaking-driven revenue streams. Quickly commercialize your knowledge in today's economy. Bolster your visibility, credibility, and bank account. Become a better messenger of your company's message and dominate your marketplace. *Do It! Speaking* shows you the inside track on marketing, positioning, packaging, prospecting, outreach, sales, and how to get more and better speaking gigs on behalf of your company, your brand, and yourself.

"Have you ever found yourself stretched too thin? Do you simultaneously feel overworked and underutilized? Are you often busy but not productive? Do you feel your time is constantly being hijacked by other people's agendas? If you answered yes to any of these questions, the way out is the way of the Essentialist. Essentialism isn't about getting more done in less time. It's about getting only the right things done. Only once we discern what is absolutely essential and eliminate everything else can we make our highest possible contribution toward things that truly matter. By forcing us to apply more selective criteria for where to spend our precious time and energy, the disciplined pursuit of less empowers us to reclaim control of our own choices, instead of giving others the implicit permission to choose for us. Essentialism is not one more thing to do. It's a whole new way of doing less, but better, in every area of our lives"--Back cover.

Effortless

Beat the Recession

Lean in

Do It! Marketing

What They Don't Teach You at Harvard Business School

Essentialism

The Shallows: What the Internet Is Doing to Our Brains

The Every Day MBA

Combines the best of current leadership and management theory and practice. Focuses on the use of people and organizations as "competitive weapons" as well as how to generate and sustain the behavior necessary to stay ahead of the competition. Improving subordinate performance, negotiating skills, organizational design, development and change are among the topics covered.

You're half an hour away from never making a bad decision again! Why not use your next spare half an hour to skill-up? Each of these short e-books can be read in just 30 minutes. Addressing those painful work problems, and giving practical tools and expert advice to overcome them, the 30 Minute Reads series will make your work-life more productive, less painful and more successful! Decision making not your strong suit? Fed up of thinking 'I should have chosen the other candidate/strategy/sandwich'? This succinct, practical guide will teach you how to properly weigh up all the information and make well thought out decisions more quickly. Also available in a digital bundle with 4 other titles as part of 30 Minute Reads: The business skills collection. Make Better Decisions More Often will help you: Identify the problem and what isn't working Discover the 10 Big Strategies Put in place your super-structured, super-easy, 5-day count-down plan to no more pain.

Instant MBAThink, perform and earn like a top business-school graduateInfinite Ideas

'This is an invaluable guide for any manager looking to apply MBA thinking in the real world. Strongly recommended.' Gordon Seabright, Director of the Eden Project 'Packed with insights, tools, tips, cases and know-how, this easy-to-read book will accelerate your ability to deal with challenging management issues. A must for every manager.' Jessica Pryce-Jones, Joint CEO, iOpener Institute for People and Performance 'This fantastic book will help you to challenge the mental barriers of the status quo.' Peter Meier, CEO, Kuoni Travel Holding Ltd Transform your career and revolutionise how you work with the very best learning from the world's leading business schools. Delivering many of the key benefits of a top-notch business education, without the hefty price tag and big time investment, The Every Day MBA will guide, challenge and inspire you to better results, wherever you are in your career. Use the powerful combination of the best business models with your own experience and awareness to quickly develop the same game-changing thinking, tactical behaviours and dynamic strategies that MBA graduates know really work. Find out what it really takes to be a leader in business and use MBA thinking to take your business knowledge and practice to a brilliant new level – today, tomorrow and every day.

The Legacy: How the World's Leading Entrepreneurs, Thought Leaders, & Cultural Icons Achieve Success

Why We Do What We Do in Life and Business

Art Thinking

Notes from a Street-smart Executive

MBA Insider

Business Buzzing Like Never Before

Strategies and Techniques Proven at Today's Most Successful Companies

Make the School You Want, Want You

An illustrated "instant MBA" degree presented in an engaging, sketch notes-style that that

covers all the main concepts taught in a traditional business school program--at a fraction of the cost.

The benefits of a Master of Business Administration (MBA) degree can be massive: fast-track career advancement, a big fat wage packet, the whole high-flying top-notch executive lifestyle. But studying for an MBA isn't something to decide to do lightly - it's a big investment to take a year or more out of your career path or commit endless week-ends to a part-time version, and for many the cost of either of these options is prohibitive. "Instant MBA" is the must-have guide to making the most of yourself and your career prospects, whether you're studying for an MBA or just out to improve your prospects while you work. Covering all the latest in MBA thinking, "Instant MBA" will impart the MBA thinking, language and models necessary to accelerate your career advancement. Designed to enable readers to think, perform and hopefully earn like a top MBA student, "Instant MBA" is packed with inspiring and expert practical advice on everything you need to know, from the original tried-and-tested business models to the newer aspects such as emotional intelligence and inspirational leadership that modern MBA courses are now embracing.

New York Times bestseller • Finalist for the Pulitzer Prize "This is a book to shake up the world." —Ann Patchett Nicholas Carr's bestseller *The Shallows* has become a foundational book in one of the most important debates of our time: As we enjoy the internet's bounties, are we sacrificing our ability to read and think deeply? This 10th-anniversary edition includes a new afterword that brings the story up to date, with a deep examination of the cognitive and behavioral effects of smartphones and social media.

If you are thinking of doing an MBA but haven't got the time this is the book for you. If you can't afford to do an MBA this is definitely the book for you. If you are currently doing an MBA and can't see the wood for the trees you need this book now! Discover the six major thought leaders whose ideas you need to understand in order to advance your career; why today's recruiters are as interested in your people skills as they are in your ability to create a finely honed spreadsheet; what everybody's talking about - from USPs to EQs, learn how to break through the jargon; how to handle the seven drivers of change in the new world of work; what you need to do to maintain your competitive edge. MBA provides top tips for rapid career advancement minus the academic jargon and unnecessary waffle. Just get straight to the good bits...Start reading MBA today and put your career on the fast track now.

How Lasting Change Can Happen in an Instant

Instant Mba

A Memoir

Educated

The Personal MBA

Transform Yourself from Overwhelmed to Overachiever

How to turn world-class business thinking into everyday business brilliance

Two Years of Business School Packed Into One Priceless Book of Pure Awesomeness

Brick Road Poetry Press is committed to publishing work that appeals to a wide range of tastes. If you enjoy writing that is fast-paced, accessible, and sharply-drawn, *The Melancholy MBA* will not disappoint. The book is filled with scenes and stories from America's offices and boardrooms, those "glass-enclosed jungles" that shape our lives and culture.

An indispensable and inspiring guide to creativity in the workplace and beyond, drawing on art, psychology, science, sports, law, business, and technology to help you land big ideas in the practical world. Anyone from CEO to freelancer knows how hard it is to think big, let alone follow up, while under pressure to get things done. *Art Thinking* offers practical principles, inspiration, and a healthy dose of pragmatism to help you navigate the difficulties of balancing creative thinking with driving toward results. With an MBA and an MFA, Amy Whitaker, an entrepreneur-in-residence at the New Museum Incubator, draws on stories of athletes, managers, writers, scientists, entrepreneurs, and even artists to engage you in the process of "art thinking." If you are making a work of art in any field, you aren't going from point A to point B. You are inventing point B. *Art Thinking* combines the mind-sets of art and the tools of business to protect space for open-ended exploration and manage risks on your way to success. *Art Thinking* takes you from "Wouldn't it be cool if . . . ?" to realizing your highest aims, helping you build creative skills you can apply across all facets of business and life. Warm, honest, and unexpected, *Art Thinking* will help you reimagine your work and life—and even change the world—while enjoying the journey from point A. *Art Thinking* features 60 line drawings throughout.

Sharing the essentials of sales, marketing, negotiation, strategy, and much more, the creator of PersonalMBA.com shows readers how to master the fundamentals, hone their business instincts, and save a fortune in tuition.

A bold and vital book that asks and answers the most urgent question of today: What Would Google Do? In a book that's one part prophecy, one part thought experiment, one part manifesto, and one part survival manual, internet impresario and blogging pioneer Jeff Jarvis reverse-engineers Google—the fastest-growing company in history—to discover forty clear and straightforward rules to manage and live by. At the same time, he illuminates the new worldview of the internet generation: how it challenges and destroys, but also opens up vast new opportunities. His findings are counterintuitive, imaginative, practical, and above all visionary, giving readers a glimpse of how everyone and everything—from corporations to governments, nations to individuals—must evolve in the Google era. Along the way, he looks under the hood of a car designed by its drivers, ponders a worldwide university where the students design their curriculum, envisions an airline fueled by a social network, imagines the open-source restaurant, and examines a series of industries and institutions that will soon benefit from this book's central question. The result is an astonishing, mind-opening book that, in the end, is not about Google. It's about you.

A blueprint for business survival

How to Make the Most of Your MBA Experience

The Portable MBA in Management

The Visual MBA

Fast, Deep, and Sexy

How to sell and market your business

A Shortcut to Getting Things Done and Getting Your Life Sorted

A World-class Business Education in a Single Volume

Think and Grow Rich: The Legacy is the essential modern companion to the bestselling self-help book of all time, Napoleon Hill's 1937 classic, *Think and Grow Rich*. This book is fully endorsed by the Napoleon Hill Foundation and released in conjunction with the major motion picture, *Think and Grow Rich: The Legacy*. Readers will be inspired through unflinching accounts of some of today's most successful entrepreneurs, thought leaders, and cultural icons who rose above the unlikeliest and in some cases, most tragic of circumstances to find personal fulfillment and make their mark on the world. Potential is not predicated on age, race, finances, education, or any other perceived misfortune. It is the consistent application of a proven formula that turns simple thoughts into massive action, elevating ordinary people to extraordinary success. Featuring the against-the-odds stories of: Former pro athlete and media mogul Rob Dyrdek Venture capitalist and television personality Barbara Corcoran Self-help guru and international speaker Bob Proctor NFL Pro Football Hall of Fame quarterback Warren Moon Property mogul and bestselling author Grant Cardone Also Featuring: Janine Shepherd, Jim Stovall, Sharon Lechter, Satish Verma, Lewis Howes, Noel Whittaker, Derek Mills, Joel Brown, James Hill, John Lee Dumas, Brandon T. Adams, Tim Storey, David Meltzer, John Shin, Lionel Sosa, Errol Abramson, Blaine Bartlett, Dennis Kimbro, Sandy Gallagher, Don Green Stop settling for whatever comes your way, and start living a life of purpose and fulfillment. Everything you need to create a truly rich life is already in your possession.

If you want to be happy, fulfilled and energised it's probably best not to obsess over being THE best. Why not focus on doing YOUR best? You don't need to completely transform yourself and become a shining beacon of wonderment and astonishing success—you should remain you . . . just a better version. You, Only Better is all about discovering what you're good at and focusing on that. It's about deciding what it is you really want from life and learning how to reach your full potential. Packed with the author's hand-drawn illustrations, helpful quotes, mini-case studies and Q&As you'll learn how to change your mindset for the better and think positively, take action to achieve your goals, fight against fatigue and get motivated and achieve long lasting happiness and contentment. You, Only Better offers techniques and methods for: Gaining energy and focus Managing your time effectively Setting your goals Honing your thinking and mindset Dealing with pressure and stress Making smart decisions Thinking creatively to solve problems Actually taking action and keeping up the momentum

Whether you are running a four-man window cleaning business, a one woman consultancy or you are responsible for the EMEA quarterly target, this book is for you. (Hope you don't mind if we refrain from repeating the title too often). Selling is the one and only key to surviving this recession. Here's the very best and latest in thinking and action specifically on selling in a recession. It's an incredibly straightforward, really practical guide containing: exact phrases you can adapt for yourself to handle price objections; low-cost, quick-to-implement marketing tactics you can use immediately to flush out those in your market sector who do have budget; and bonus tips if you are trying to squeeze the best performance out of your reduced head-count sales team. Plus all your tough questions answered in our specific 'open for surgery' section. Don't let this economic downturn ruin what you've worked so long and hard for. It's time to start kicking some recession ass and it's time to start now.

Make workplace conflict resolution a game that EVERYBODY wins! Recent studies show that typical managers devote more than a quarter of their time to resolving coworker disputes. The Big Book of Conflict-Resolution Games offers a wealth of activities and exercises for groups of any size that let you manage your business (instead of managing personalities). Part of the acclaimed, bestselling Big Books series, this guide offers step-by-step directions and customizable tools that empower you to heal rifts arising from ineffective communication, cultural/personality clashes, and other specific problem areas—before they affect your organization's bottom line. Let The Big Book of Conflict-Resolution Games help you to: Build trust Foster morale Improve processes Overcome diversity issues And more Dozens of physical and verbal activities help create a safe environment for teams to explore several common forms of conflict—and their resolution. Inexpensive, easy-to-implement, and proved effective at Fortune 500 corporations and mom-and-pop businesses alike, the exercises in The Big Book of Conflict-Resolution Games delivers everything you need to make your workplace more efficient, effective, and engaged.

Instant MBA

77 Instant-Action Ideas to Boost Sales, Maximize Profits, and Crush Your Competition
Think and Grow Rich

A Real Guide from Real Experts on Getting the Job You Want!

Think, perform and earn like a top business school graduate

Shantaram

Find Your Strengths, Be the Best and Change Your Life

MBA Insider is a guide for helping prospective and current MBA students make the most of their MBA Experience. With expert guidance, best practices, and actionable recommendations, readers will walk away with the information they need to understand how to navigate their MBA experience and achieve their career goals faster. The book contains a detailed walk through of the key elements of the MBA experience, real first-person stories from 50+ MBA students and alum, and actionable recommendations on key topics ranging from academics, internship recruiting, career development, and student activities.

Introducing the 30 minute reads e-book series! You're half an hour away from a pain free working life! So why not fill your down-time with some up-skilling? The average commute to work is 30 minutes. Why not kick start your New Year good intentions by using your commuting time to skill-up?! And with five books in the series you could have the most productive week of your life! Digitally native content optimized to be read on-screen Each book contains 10 short, sharp and to-the-point chapters, finishing with an 'Action Plan' with clear, super-structured, super-easy steps to no more pain! Brand new series of short form e-books Each can be read in just 30 minutes! Covering core business skills and problems to make your work life more productive, less painful and more successful

Neither the time nor money to study for an MBA? Skill-up with this 30 minute read! Make the most of your commute to work by discovering the critical models and hard-won wisdom of an MBA course in short form. MBA On The Go is an ultra-condensed, mobile guide to the essential thinking which will make your business fitter and stronger – quickly. MBA On the Go: • Can be read in 30 minutes – that's the same as the average commute time • Covers core business skills and problems to make your work life more productive and more successful • Provides the answer to pretty well any business challenge you might have • Is written in an engaging and punchy style with high impact