

Read Free Hbr Guide To Better  
Business Writing Hbr Guide  
Series

## ***Hbr Guide To Better Business Writing Hbr Guide Series***

The perfect gift for aspiring leaders: 16 volumes of HBR Guide. This 16-volume, specially priced boxed set makes a perfect gift for aspiring leaders looking for trusted advice on such diverse topics as data analytics, negotiating, business writing, and coaching. This set includes Persuasive Presentations, Better Business Writing, Finance Basics, Data Analytics, Building Your Business Case, Making Every Meeting Matter, Project Management, Emotional Intelligence, Getting the Right Work Done, Negotiating, Leading Teams, Coaching

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

Employees, Performance Management, Delivering Effective Feedback, Dealing with Conflict, and Managing Up and Across. Arm yourself with the advice you need to succeed on the job, from 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. Also available as an ebook set.

HBR Guide to Better Business Writing  
Harvard Business Review Press  
**IS YOUR WORKLOAD SLOWING YOU—AND YOUR CAREER—DOWN?** Your inbox is overflowing. You're paralyzed because you have too much to do but don't know where to start. Your to-do list never seems to get any shorter. You

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

leave work exhausted but have little to show for it. It's time to learn how to get the right work done. In the HBR Guide to Getting the Right Work Done, you'll discover how to focus your time and energy where they will yield the greatest reward. Not only will you end each day knowing you made progress—your improved productivity will also set you apart from the pack. Whether you're a new professional or an experienced one, this guide will help you: Prioritize and stay focused Work less but accomplish more Stop bad habits and develop good ones Break overwhelming projects into manageable pieces Conquer e-mail overload Write to-do lists that really work Master the art of communication to

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

improve outcomes in any scenario  
Simply Said is the essential handbook for business communication. Do you ever feel as though your message hasn't gotten across? Do details get lost along the way? Have tense situations ever escalated unnecessarily? Do people buy into your ideas? It all comes down to communication. We all communicate, but few of us do it well. From tough presentations to everyday transactions, there is no scenario that cannot be improved with better communication skills. This book presents an all-encompassing guide to improving your communication, based on the Exec|Comm philosophy: we are all better communicators when we focus focus less on ourselves and more on other people. More than just a list of

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

tips, this book connects skills with scenarios and purpose to help you hear and be heard. You'll learn the skills to deliver great presentations and clear and persuasive messages, handle difficult conversations, effectively manage, lead with authenticity and more, as you discover the secrets of true communication. Communication affects every interaction every day. Why not learn to do it well? This book provides comprehensive guidance toward getting your message across, and getting the results you want. Shift your focus from yourself to other people Build a reputation as a good listener Develop your written and oral communications for the greatest impact Inspire and influence others Communicate more effectively in any

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

business or social situation Did that email come across as harsh? Did you offend someone unintentionally? Great communication skills give you the power to influence someone's thinking and guide them to where you need them to be. Simply Said teaches you the critical skills that make you more effective in business and in life.

Set your company up for long-term success. Every company needs a strategy. A focused strategy aligns decision making throughout the organization and helps establish a competitive edge in the marketplace. But with so many options to consider, how do you define a unique strategy that will ensure growth? Whether you're starting a business from scratch or leading an existing company facing

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

new threats, this book offers the direction you need. The HBR Guide to Setting Your Strategy provides practical tips and advice that break down the process of crafting strategy so you can identify the areas your company should build on to help it thrive long into the future. You'll learn to: Understand what strategy is—and what it isn't Define where you'll play and how you'll win Conduct more-effective strategic discussions with your team Test your strategy before you implement it Communicate your strategy to key stakeholders Ensure your strategy is flexible and adaptable 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,

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

the HBR Guides provide smart answers to your most pressing work challenges.

HBR Guide to Making Better  
Decisions

HBR's 10 Must Reads on  
Communication (with featured article  
"The Necessary Art of Persuasion," by  
Jay A. Conger)

The HBR Guide to Thinking Smart  
About the Numbers

HBR Guide to Managing Stress at  
Work

Practical Magic for Crafting Powerful  
Work Relationships

***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***

Read Free Hbr Guide To Better  
Business Writing Hbr Guide  
Series

*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*

## Read Free Hbr Guide To Better Business Writing Hbr Guide

Series

*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.*

*Discusses how readers can make persuasive presentations that inspire action, engage the audience, and sell ideas.*

*Are you looking for an alternative to a career path*

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*at a big firm? Does founding your own start-up seem too risky? There is a radical third path open to you: You can buy a small business and run it as CEO. Purchasing a small company offers significant financial rewards—as well as personal and professional fulfillment. Leading a firm means you can be your own boss, put your executive skills to work, fashion a company environment that meets your own needs, and profit directly from your success. But finding the right business to buy and closing the deal isn't always easy. In the HBR Guide to Buying a Small*

Read Free Hbr Guide To Better  
Business Writing Hbr Guide  
Series

***Business, Harvard Business School professors Richard Ruback and Royce Yudkoff help you: Determine if this path is right for you Raise capital for your acquisition Find and evaluate the right prospects Avoid the pitfalls that could derail your search Understand why a "dull" business might be the best investment Negotiate a potential deal with the seller Avoid deals that fall through at the last minute Don't let a fear of numbers hold you back. Today's business environment brings with it an onslaught of data. Now more than ever, managers must know how to tease insight from data--to***

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*understand where the numbers come from, make sense of them, and use them to inform tough decisions. How do you get started? Whether you're working with data experts or running your own tests, you'll find answers in the HBR Guide to Data Analytics Basics for Managers. This book describes three key steps in the data analysis process, so you can get the information you need, study the data, and communicate your findings to others. You'll learn how to:*

- Identify the metrics you need to measure*
- Run experiments and A/B tests*
- Ask the right questions of your data experts*
- Understand*

Read Free Hbr Guide To Better  
Business Writing Hbr Guide  
Series

*statistical terms and concepts Create effective charts and visualizations Avoid common mistakes Don't wait for someone else to manage your career. The days of HR-sponsored development plans are over. Managing your career--and the skills you need to be successful--is your responsibility. If you're looking to push yourself to the next level, it can be hard to determine where to start. The HBR Guide to Your Professional Growth will be your coach, transforming your abstract hopes and ideas into a concrete action plan. No matter where you are in your career, this*

# Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*guide will help you: Assess your current skills--and acquire new ones Elicit feedback you can use Set meaningful--and achievable--goals Make time for learning Play to your strengths Identify your next challenge 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.*

*How Finance Works*

*HBR Guide to Setting Your Strategy*

*HBR Guide to Crafting Your Purpose*

Read Free Hbr Guide To Better  
Business Writing Hbr Guide  
Series

***HBR Guide to Your  
Professional Growth  
Harvard Business Review  
Guides Ultimate Boxed Set  
(16 Books)***

ARE YOUR WORKING  
RELATIONSHIPS WORKING  
AGAINST YOU? To achieve  
your goals and get ahead, you  
need to rally people behind you  
and your ideas. But how do you  
do that when you lack formal  
authority? Or when you have a  
boss who gets in your way? Or  
when you're juggling others'  
needs at the expense of your  
own? By managing up, down,  
and across the organization.  
Your success depends on it,

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

whether you're a young professional or an experienced leader. The HBR Guide to Managing Up and Across will help you: Advance your agenda—and your career—with smarter networking Build relationships that bring targets and deadlines within reach Persuade decision makers to champion your initiatives Collaborate more effectively with colleagues Deal with new, challenging, or incompetent bosses Navigate office politics Learn how to make better, faster decisions. You make decisions every day--from prioritizing your to-do list to choosing which long-

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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 options

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

Balance data with your own judgment React appropriately when you've made a bad choice Communicate your decision--and overcome any resistance 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.

The best leaders know how to communicate clearly and persuasively. How do you stack up? If you read nothing else on communicating effectively, read these 10 articles. We've combed through hundreds of articles in

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

the Harvard Business Review archive and selected the most important ones to help you express your ideas with clarity and impact—no matter what the situation. Leading experts such as Deborah Tannen, Jay Conger, and Nick Morgan provide the insights and advice you need to:

- Pitch your brilliant idea—successfully
- Connect with your audience
- Establish credibility
- Inspire others to carry out your vision
- Adapt to stakeholders' decision-making style
- Frame goals around common interests
- Build consensus and win support
- Get your best work done, no

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

matter where you do it. Video calls from your couch. Project reports in a coffee shop. Presentations at your kitchen table. Working remotely gives you more flexibility in how and where you do your job. But being part of a far-flung team can be challenging. How can you make remote work work for you? The HBR Guide to Remote Work provides practical tips and advice to help you stay productive, avoid distractions, and collaborate with your team, despite the distance that separates you. You'll learn to:

- Create a regular work-from-home routine
- Identify the right

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

technology for your needs Run better virtual meetings Avoid burnout and video-call fatigue Manage remote employees Conduct difficult conversations when you can't meet in person 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.

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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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.

Improving Business Processes  
HBR Guide to Negotiating (HBR Guide Series)

HBR Guide to Remote Work  
Communicating Better at Work and Beyond

HBR Guide to Performance Management (HBR Guide Series)

Read Free Hbr Guide To Better  
Business Writing Hbr Guide  
Series

*DON'T LET YOUR WRITING HOLD YOU BACK. When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a nicety. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you:*

- *Push past writer's block*
- *Grab—and keep—readers' attention*
- *Earn credibility with tough*

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*audiences • Trim the fat from your writing • Strike the right tone • Brush up on grammar, punctuation, and usage*

*Find the right person to help supercharge your career. Whether you're eyeing a specific leadership role, hoping to advance your skills, or simply looking to broaden your professional network, you need to find someone who can help. Wait for a senior manager to come looking for you—and you'll probably be waiting forever. Instead, you need to find the mentoring that will help you achieve your goals. Managed correctly, mentoring is a powerful and efficient tool for moving up. The HBR Guide to Getting the Mentoring You Need*

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*will help you get it right. You'll learn how to:*

- Find new ways to stand out in your organization*
- Set clear and realistic development goals*
- Identify and build relationships with influential sponsors*
- Give back and bring value to mentors and senior advisers*
- Evaluate your progress in reaching your professional goals*

***DON'T LET YOUR WRITING HOLD YOU BACK.*** *When you're fumbling for words and pressed for time, you might be tempted to dismiss good business writing as a luxury. But it's a skill you must cultivate to succeed: You'll lose time, money, and influence if your e-mails, proposals, and other important documents fail to win people over. The HBR Guide to*

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you:*

- *Push past writer's block*
- *Grab—and keep—readers' attention*
- *Earn credibility with tough audiences*
- *Trim the fat from your writing*
- *Strike the right tone*
- *Brush up on grammar, punctuation, and usage*

*Breaking the taboo starts with you. Though the pandemic increased the visibility of our whole selves, making virtual vulnerability a more regular workplace occurrence, stigma surrounding mental illness remains.*

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*It's easy to ask for time off when you break a leg; it's difficult to share with your boss and colleagues if you're suffering a depressive episode. And, how do those conversations go if you're the boss? You want to say and do the right thing to support your people and your organization—and avoid legal issues. Research shows that 1 in 4 adults will have a mental health issue in their lifetime, and yet we're still ill-equipped at work to address this common experience. The HBR Guide to Better Mental Health at Work collects advice from a variety of experts on addressing an array of mental health issues in the workplace, from supporting someone in a panic attack to navigating sensitive*

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*conversations to creating systemic and structural supports for all employees.*

*Whether you suffer from a chronic condition or you manage someone who does, you'll find practical advice on creating and upholding policies; providing resources, support, and accommodations; and steps you can take to reduce the stigma and improve mental health in the workplace. You'll learn how to: Talk about mental health at work Make a disclosure Take a disability leave Cope more effectively with feelings of anxiety and depression Manage a chronic condition and your career—successfully Give support without overstepping Create a more empathetic culture Launch an*

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*employee resource group to provide support and connection 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. A guide to putting cognitive diversity to work Ever wonder what it is that makes two people click or clash? Or why some groups excel while others fumble? Or how you, as a leader, can make or break team potential? Business Chemistry holds the answers. Based on extensive research and analytics, plus years of proven success in the field, the Business Chemistry framework provides a*

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*simple yet powerful way to identify meaningful differences between people's working styles. Who seeks possibilities and who seeks stability? Who values challenge and who values connection? Business Chemistry will help you grasp where others are coming from, appreciate the value they bring, and determine what they need in order to excel. It offers practical ways to be more effective as an individual and as a leader. Imagine you had a more in-depth understanding of yourself and why you thrive in some work environments and flounder in others. Suppose you had a clearer view on what to do about it so that you could always perform at your best. Imagine*

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

*you had more insight into what makes people tick and what ticks them off, how some interactions unlock potential while others shut people down. Suppose you could gain people's trust, influence them, motivate them, and get the very most out of your work relationships.*

*Imagine you knew how to create a work environment where all types of people excel, even if they have conflicting perspectives, preferences and needs. Suppose you could activate the potential benefits of diversity on your teams and in your organizations, improving collaboration to achieve the group's collective potential.*

*Business Chemistry offers all of this--you don't have to leave it up to*

Read Free Hbr Guide To Better  
Business Writing Hbr Guide  
Series

*chance, and you shouldn't. Let this book guide you in creating great chemistry!*

*HBR Guide to Beating Burnout*

*HBR Guide to Getting the Right Work Done (HBR Guide Series)*

*Think Big, Buy Small, Own Your Own Company*

*HBR Guide to Coaching Employees*

*HBR Guide to Thinking Strategically (HBR Guide Series)*

Burnout is rampant. Recognize the signs and make the right changes. The always-on workplace and increasing pressures are leading to a high rate of burnout. Unmanaged, chronic work stress doesn't just lead to lower productivity and

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

negative emotions—it can have dire personal and professional consequences. Are you and your team at risk? The HBR Guide to Beating Burnout provides practical tips and advice to help you, your team, and your organization navigate the perils of burnout and rediscover healthy engagement at work. You'll learn how to: Understand the difference between normal stress and burnout Keep your passion for work from leading to burnout Avoid working from home burnout Protect your high performers from burnout Help prevent burnout on your team—even if you're burned out

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

Bounce back and regain your productivity and effectiveness. 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.

Don't let destructive drama sideline your career. 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 difficult ones—for the good of your

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

organization and your career. How can you do that without compromising your personal values? By acknowledging that power dynamics and unwritten rules exist—and navigating them constructively. The HBR Guide to Office Politics will help you succeed at work without being a power grabber or a corporate climber. Instead you ' ll cultivate a political strategy that ' s authentic to you. You ' ll learn how to: Gain influence without losing your integrity Contend with backstabbers and bullies Work through tough conversations Manage tensions when resources are scarce Get

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

your share of choice assignments Accept that not all conflict is bad 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.

**DON ' T LET YOUR FEAR OF FINANCE GET IN THE WAY OF YOUR SUCCESS** Can you prepare a breakeven analysis? Do you know the difference between an income statement and a balance sheet? Or understand why a business that ' s profitable can still go belly-up? Has your grasp

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

of your company ' s numbers helped—or hurt—your career? Whether you ' re new to finance or you just need a refresher, this go-to guide will give you the tools and confidence you need to master the fundamentals, as all good managers must. The HBR Guide to Finance Basics for Managers will help 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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

Thought-provoking and accessible in approach, this updated and expanded second edition of the HBR Guide to Better Business Writing (HBR Guide Series) provides a user-friendly introduction to the subject. Taking a clear structural framework, it guides the reader through the subject's core elements. A flowing writing style combines with the use of illustrations and diagrams throughout the text to ensure the reader understands even the most complex of concepts. This succinct and enlightening overview is a required reading for advanced graduate-level

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

students. We hope you find this book useful in shaping your future career. Feel free to send us your enquiries related to our publications to

info@risepress.pw Rise Press

Great teams don ' t just happen.

How often have you sat in team meetings complaining to

yourself, “ Why does it take forever for this group to make a simple decision? What are we even trying to achieve? ” As a

team leader, you have the power to improve things. It ' s up to you to get people to work well together and produce results.

Written by team expert Mary Shapiro, the HBR Guide to

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

Leading Teams 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

HBR Guide to Buying a Small Business

HBR Guide to Managing Up and

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

Across (HBR Guide Series)

HBR Guide to Getting the  
Mentoring You Need

HBR Guide to Finance Basics for  
Managers (HBR Guide Series)

A must-have guide for writing at work, with practical applications for getting your point across quickly, coherently, and efficiently. A winning combination of how-to guide and reference work, *The Only Business Writing Book You'll Ever Need* addresses a wide-ranging spectrum of business communication with its straightforward seven-step method. Designed to save time and boost confidence, these easy-to-follow steps will teach you how to

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

make clear requests, write for your reader, start strong and specific, and fix your mistakes. With a helpful checklist to keep you on track, you'll learn to promote yourself and your ideas clearly and concisely, whether putting together a persuasive project proposal or dealing with daily email. Laura Brown's supportive, no-nonsense approach to business writing is thoughtfully adapted to the increasingly digital corporate landscape. Complete with insightful sidebars from experts in various fields and easy-to-use resources on style, grammar, and punctuation, this book offers essential tools for success in the rapidly changing

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

world of business communication. 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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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 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.

In challenging times, companies must serve their customers faster and more efficiently. This makes improving your business processes more critical than ever. In this book, you'll learn key steps for carrying

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

out a business process improvement initiative, including how to:

- Plan a business process improvement initiative
- Analyze and redesign a current process that needs improvement
- Obtain the resources needed to change a process
- Develop a systematic approach for creating and implementing change

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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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

A Financial Times Best Business Book of the Year Named one of 10

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

Best New Management Books for 2022 by Thinkers50 "An advocate of sustainable capitalism explains how it's done" — The Economist "Polman's new book with the sustainable business expert Andrew Winston...argues that it's profitable to do business with the goal of making the world better." — The New York Times Named as recommended reading by Fortune's CEO Daily "...Polman has been one of the most significant chief executives of his era and that his approach to business and its role in society has been both valuable and path-breaking." — Financial Times The ex-Unilever CEO who increased his shareholders' returns by 300% while

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

ensuring the company ranked #1 in the world for sustainability for eleven years running has, for the first time, revealed how to do it. Teaming up with Andrew Winston, one of the world's most authoritative voices on corporate sustainability, Paul Polman shows business leaders how to take on humanity's greatest and most urgent challenges—climate change and inequality—and build a thriving business as a result. In this candid and straight-talking handbook, Polman and Winston reveal the secrets of Unilever's success and pull back the curtain on some of the world's most powerful CEOs. Net Positive boldly argues that the companies of the future will

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

profit by fixing the world's problems, not creating them. Together the authors explode our most prevalent corporate myths: from the idea that business' only function is to maximise profits, to the naïve hope that Corporate Social Responsibility will save our species from disaster. These approaches, they argue, are destined for the graveyard. Instead, they show corporate leaders how to make their companies "Net Positive"—thriving by giving back more to the world than they take. Net Positive companies unleash innovation, build trust, attract the best people, thrill customers, and secure lasting success, all by

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

helping create stronger, more inclusive societies and a healthier planet. Heal the world first, they argue, and you'll satisfy your investors as a result. With ambitious vision and compelling stories, Net Positive will teach you how to find the inner purpose and courage you need to embrace the only business model that will matter in the years ahead. You will learn how to lead others and unlock your company's soul, while setting and delivering big and aggressive goals, and taking responsibility for all of your company's impacts. You'll find out the secrets to partnering with others including your competition and critics, to drive transformative

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

change from which you will prosper. You'll build a company that serves your people, your customers, your communities, your shareholders—and your children and grandchildren will thank you for it. Is this win-win for business and humanity too good to be true? Don't believe it. The world's smartest CEOs are already taking their companies on the Net Positive journey and benefitting as a result. Will you be left behind? Join the movement at [netpositive.world](http://netpositive.world)

HBR Guide to Smarter Networking  
(HBR Guide Series)

HBR Guide to Project Management  
(HBR Guide Series)

The Only Business Writing Book

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

You'll Ever Need

HBR Guide to Building Your  
Business Case

Simply Said

MEET YOUR GOALS—ON TIME

AND ON BUDGET. How do you rein in the scope of your project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing your first project or just

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

tired of improvising,  
this guide will give you  
the tools and confidence  
you need to define smart  
goals, meet them, and  
capture lessons learned  
so future projects go  
even more smoothly. The  
HBR Guide to Project  
Management will help  
you: Build a strong,  
focused team Break major  
objectives into  
manageable tasks Create  
a schedule that keeps  
all the moving parts  
under control Monitor  
progress toward your  
goals Manage

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

stakeholders'

expectations Wrap up  
your project and gauge  
its success

Are your employees  
meeting their goals? Is  
their work improving  
over time? Understanding  
where your employees are  
succeeding—and falling  
short—is a pivotal part  
of ensuring you have the  
right talent to meet  
organizational  
objectives. In order to  
work with your people  
and effectively monitor  
their progress, you need  
a system in place. The

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

HBR Guide to Performance Management provides a new multi-step, cyclical process to help you keep track of your employees' work, identify where they need to improve, and ensure they're growing with the organization. You'll learn to: Set clear employee goals that align with company objectives Monitor progress and check in regularly Close performance gaps Understand when to use performance analytics

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

Create opportunities for growth, tailored to the individual. Overcome and avoid burnout on your team. 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.

Managing the human side of work  
Research by Daniel Goleman, a psychologist and

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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.

Based on a popular class taught by a Harvard Business School professor. If you're not a numbers person, then finance can be

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

intimidating and easy to ignore. But if you want to advance in your career, you'll need to make smart financial decisions and develop the confidence to clearly communicate those decisions to others. In *How Finance Works*, Mihir Desai--a professor at Harvard Business School and author of *The Wisdom of Finance*--guides you into the complex but endlessly fascinating world of finance, demystifying it in the

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

process. Through entertaining case studies, interactive exercises, full-color visuals, and a conversational style that belies the topic, Professor Desai tackles a broad range of topics that will give you the knowledge and skills you need to finally understand how finance works. These include:

- How different financial levers can affect a company's performance
- The different ways in which companies fund

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

their operations and investments Why finance is more concerned with cash flow than profits How value is created, measured, and maximized The importance of capital markets in helping companies grow Whether you're a student or a manager, an aspiring CFO or an entrepreneur, How Finance Works is the colorful and interactive guide you need to help you start thinking more deeply about the numbers.

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

"You've got a great idea that will increase revenue or productivity--but how do you get approval to make it happen? By building a business case that clearly shows its value. Maybe you struggle to win support for projects because you're not sure what kind of data your stakeholders will trust, or naysayers always seem to shoot your ideas down at the last minute. Or perhaps you're intimidated by analysis and number crunching, so

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

you just take a stab at estimating costs and benefits, with little confidence in your accuracy. To get any idea off the ground at your company you'll have to make a strong case for it. This guide gives you the tools to do that"--

HBR Guide to Being More Productive (HBR Guide Series)

HBR Guide to Better Mental Health at Work (HBR Guide Series)

HBR Guide to Persuasive Presentations

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

HBR Guide to Better  
Business Writing  
HBR Guide to Leading  
Teams (HBR Guide Series)  
Resource added for the Human  
Resources program 101161.  
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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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

Forget about the hard bargain. Whether you're discussing the terms of a high-stakes deal, forming a key partnership, asking

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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

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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

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,

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

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
- 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.

Read Free Hbr Guide To Better  
Business Writing Hbr Guide  
Series

HBR Guide to Emotional  
Intelligence (HBR Guide Series)

Business Chemistry

How Courageous Companies  
Thrive by Giving More Than  
They Take

Net Positive

HBR Guide to Data Analytics  
Basics for Managers (HBR  
Guide Series)

**DON'T LET YOUR WRITING  
HOLD YOU BACK.** When you're  
fumbling for words and pressed for  
time, you might be tempted to  
dismiss good business writing as a  
luxury. But it's a skill you must  
cultivate to succeed: You'll lose  
time, money, and influence if your e-  
mails, proposals, and other

## Read Free Hbr Guide To Better Business Writing Hbr Guide Series

important documents fail to win people over. The HBR Guide to Better Business Writing, by writing expert Bryan A. Garner, gives you the tools you need to express your ideas clearly and persuasively so clients, colleagues, stakeholders, and partners will get behind them. This book will help you: - Push past writer's block - Grab--and keep--readers' attention - Earn credibility with tough audiences - Trim the fat from your writing - Strike the right tone - Brush up on grammar, punctuation, and usage

HBR Guide to Better Business Writing (HBR Guide Series)  
HBR Guide to Office Politics (HBR Guide Series)

Read Free Hbr Guide To Better  
Business Writing Hbr Guide

Series

HBR Guide to Being a Great Boss

HBR Guide to Making Every

Meeting Matter (HBR Guide Series)