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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 we 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 Financial Planning, Budgeting, and Forecasting: Financial Intelligence Collection (7 Books) Harvard Business Review, Karen Berman, Joe Knight, David A. Moss, Jeremy Hope, 2015-11-10 Don t let your fear of finance get in the way of your success This digital collection curated by Harvard Business Review brings together everything a manager needs to know about financial intelligence It includes Financial Intelligence called a must read for decision makers without expertise in finance A Concise Guide to Macroeconomics which covers the essentials of macroeconomics and examines the core ideas of output money and expectations Essentials of Finance and Budgeting which explains everything HR professionals need to know to make wise financial decisions Ahead of the Curve Joseph H Ellis s forecasting method to help managers and investors understand and predict the economic cycles that control their businesses and financial fates Beyond Budgeting which offers a coherent management model that overcomes the limitations of traditional budgeting Preparing a Budget packed with handy tools self tests and real life examples to help you hone critical skills and HBR Guide to Finance Basics for Managers which will give you the tools and confidence you need to master the fundamentals of finance HBR Guide to Beating Burnout Harvard Business Review, 2020-12-15 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 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 Bounce back and regain

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