

Read Book Finance Basics Hbr  
20 Minute Manager Series

# Finance Basics Hbr 20 Minute Manager Series

Develop the mindset and presence to successfully manage others for the first time. If you read nothing else on becoming a new manager, read these

## Read Book Finance Basics Hbr 20 Minute Manager Series

10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you transition from being an outstanding individual contributor to becoming a great manager of others. This book will inspire you to: Develop your

## Read Book Finance Basics Hbr 20 Minute Manager Series

emotional intelligence Influence your  
colleagues through the science of  
persuasion Assess your team and  
enhance its performance Network  
effectively to achieve business goals  
and for personal advancement  
Navigate relationships with  
employees, bosses, and peers Get

## Read Book Finance Basics Hbr 20 Minute Manager Series

support from above View the big picture in your decision making Balance your team's work and personal life in a high-intensity workplace This collection of articles includes "Becoming the Boss," by Linda A. Hill; "Leading the Team You Inherit," by Michael D. Watkins;

## Read Book Finance Basics Hbr 20 Minute Manager Series

“Saving Your Rookie Managers from Themselves,” by Carol A. Walker;  
“Managing the High-Intensity Workplace,” by Erin Reid and Lakshmi Ramarajan; “Harnessing the Science of Persuasion,” Robert B. Cialdini; “What Makes a Leader?” by Daniel Goleman; “The Authenticity

## Read Book Finance Basics Hbr 20 Minute Manager Series

Paradox,” by Herminia Ibarra;  
“Managing Your Boss,” by John J.  
Gabarro and John P. Kotter; “How  
Leaders Create and Use Networks,”  
by Herminia Ibarra and Mark Lee  
Hunter; “Management Time: Who’s  
Got the Monkey?” by William  
Oncken, Jr., and Donald L. Wass; and

## Read Book Finance Basics Hbr 20 Minute Manager Series

BONUS ARTICLE: "How Managers Become Leaders," by Michael D. Watkins.

Working remotely gives you flexibility and independence. But it can pose challenges when you need to team up with colleagues or coworkers. Virtual Collaboration

## Read Book Finance Basics Hbr 20 Minute Manager Series

covers the basics of working productively--and collaboratively--from anywhere. You'll learn to: Communicate clearly over a variety of media Bond with colleagues across the wires Keep others--and yourself--accountable Avoid and mitigate tech glitches



## Read Book Finance Basics Hbr 20 Minute Manager Series

Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic.

## Read Book Finance Basics Hbr 20 Minute Manager Series

Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

For today's time-strapped manager or professional, setting aside time to brush up on key management skills is

## Read Book Finance Basics Hbr 20 Minute Manager Series

almost impossible. Luckily, Harvard Business Review's 20-Minute Manager Collection is here to help. Designed to get you up to speed quickly, with learnings you can apply immediately, this digital collection will help you sharpen the most essential business skills. This set

## Read Book Finance Basics Hbr 20 Minute Manager Series

includes full digital editions of all eight books in the series, including HBR's 20-Minute Managers on: Finance Basics, Presentations, Managing Projects, Delegating, Running Meetings, Managing Time, Managing Up, and Creating Business Plans. Each of these is primer on

## Read Book Finance Basics Hbr 20 Minute Manager Series

these necessary skills—all from the most trusted name in business.

Whether you're looking for a crash course or a brief refresher, you'll find just what you need to succeed in the HBR 20-Minute Manager Collection. About the HBR 20-Minute Manager series: Get up to speed fast

## Read Book Finance Basics Hbr 20 Minute Manager Series

on essential business skills. Whether you're looking for a crash course or a brief refresher, you'll find just what you need in HBR's 20-Minute Manager series—foundational reading for ambitious professionals and aspiring executives. Each book is a concise, practical primer, so you'll

## Read Book Finance Basics Hbr 20 Minute Manager Series

have time to brush up on a variety of key management topics. Advice you can quickly read and apply, from the most trusted source in business.

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

## Read Book Finance Basics Hbr 20 Minute Manager Series

know how to tease insight from data--to 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



## Read Book Finance Basics Hbr 20 Minute Manager Series

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

## Read Book Finance Basics Hbr 20 Minute Manager Series

experiments and A/B tests Ask the right questions of your data experts Understand statistical terms and concepts Create effective charts and visualizations Avoid common mistakes

Burnout is rampant. Recognize the signs and make the right changes.

## Read Book Finance Basics Hbr 20 Minute Manager Series

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

## Read Book Finance Basics Hbr 20 Minute Manager Series

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

## Read Book Finance Basics Hbr 20 Minute Manager Series

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 your productivity and  
effectiveness Arm yourself with the

## Read Book Finance Basics Hbr 20 Minute Manager Series

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.

The HBR 20-Minute Manager

*Page 22/225*

# Read Book Finance Basics Hbr 20 Minute Manager Series

Collection (8 Books) (HBR 20-Minute  
Manager Series)

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

The Harvard Business Review

Entrepreneur's Handbook

Blitzscaling

## Read Book Finance Basics Hbr 20 Minute Manager Series

Virtual Collaboration (HBR  
20-Minute Manager Series)

Are you a good boss--or a great one? Get more of the management ideas you want, from the authors you trust, with HBR's 10 Must Reads on



## Read Book Finance Basics Hbr 20 Minute Manager Series

Managing People (Vol. 2). We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help you master the innumerable challenges of being a manager.

## Read Book Finance Basics Hbr 20 Minute Manager Series

With insights from leading experts including Marcus Buckingham, Michael D. Watkins, and Linda Hill, this book will inspire you to: Draw out your employees' signature strengths Support a culture of

## Read Book Finance Basics Hbr 20 Minute Manager Series

honesty and civility Cultivate  
better communication and  
deeper trust among global  
teams Give feedback that will  
help your people excel Hire,  
reward, and tolerate only fully  
formed adults Motivate your

## Read Book Finance Basics Hbr 20 Minute Manager Series

employees through small wins  
Foster collaboration and break  
down silos across your company  
This collection of articles  
includes "Are You a Good  
Boss--or a Great One?," by Linda  
A. Hill and Kent Lineback; "Let

## Read Book Finance Basics Hbr 20 Minute Manager Series

Your Workers Rebel," by  
Francesca Gino; "The Feedback  
Fallacy," by Marcus Buckingham  
and Ashley Goodall; "The Power  
of Small Wins," by Teresa M.  
Amabile and Steven J. Kramer;  
"The Price of Incivility," by

## Read Book Finance Basics Hbr 20 Minute Manager Series

Christine Porath and Christine Pearson; "What Most People Get Wrong About Men and Women," by Catherine H. Tinsley and Robin J. Ely; "How Netflix Reinvented HR," by Patty McCord; "Leading the Team You

## Read Book Finance Basics Hbr 20 Minute Manager Series

Inherit," by Michael D. Watkins;  
"The Overcommitted  
Organization," by Mark  
Mortensen and Heidi K. Gardner;  
"Global Teams That Work," by  
Tsedal Neeley; "Creating the  
Best Workplace on Earth," by

## Read Book Finance Basics Hbr 20 Minute Manager Series

Rob Goffee and Gareth Jones.  
Leading any team involves  
managing people, technical  
oversight, and project  
administration, but leaders of  
virtual teams perform these  
functions from afar. Leading



## Read Book Finance Basics Hbr 20 Minute Manager Series

Virtual Teams walks you through the basics of:  
Connecting your people to each other--and to the team ' s mission  
Surmounting language, distance, and technology barriers  
Identifying and using

## Read Book Finance Basics Hbr 20 Minute Manager Series

the right communication channels Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher,

## Read Book Finance Basics Hbr 20 Minute Manager Series

each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the

## Read Book Finance Basics Hbr 20 Minute Manager Series

most trusted source in business.  
Also available as an ebook.  
The one primer you need to  
develop your entrepreneurial  
skills. Whether you're imagining  
your new business to be the  
next big thing in Silicon Valley, a

## Read Book Finance Basics Hbr 20 Minute Manager Series

pivotal B2B provider, or an anchor in your local community, the HBR Entrepreneur's Handbook is your essential resource for getting your company off the ground. Starting an independent new

## Read Book Finance Basics Hbr 20 Minute Manager Series

business is rife with both opportunity and risk. And as an entrepreneur, you're the one in charge: your actions can make or break your business. You need to know the tried-and-true fundamentals--from writing a

## Read Book Finance Basics Hbr 20 Minute Manager Series

business plan to getting your first loan. You also need to know the latest thinking on how to create an irresistible pitch deck, mitigate risk through experimentation, and develop unique opportunities through

## Read Book Finance Basics Hbr 20 Minute Manager Series

business model innovation. The HBR Entrepreneur's Handbook addresses these challenges and more with practical advice and wisdom from Harvard Business Review's archive. Keep this comprehensive guide with you



## Read Book Finance Basics Hbr 20 Minute Manager Series

throughout your startup's life--and increase your business's odds for success. In the HBR Entrepreneur's Handbook you'll find: Step-by-step guidance through the entrepreneurial process Concise

## Read Book Finance Basics Hbr 20 Minute Manager Series

explanations of the latest  
research and thinking on  
entrepreneurship from Harvard  
Business Review contributors  
such as Marc Andreessen and  
Reid Hoffman Time-honed best  
practices Stories of real

## Read Book Finance Basics Hbr 20 Minute Manager Series

companies, from Airbnb to eBay  
You'll learn: Which skills and  
characteristics make for the best  
entrepreneurs How to gauge  
potential opportunities The  
basics of business models and  
competitive strategy How to

## Read Book Finance Basics Hbr 20 Minute Manager Series

test your assumptions--before  
you build a whole business How  
to select the right legal structure  
for your company How to  
navigate funding options, from  
venture capital and angel  
investors to accelerators and

## Read Book Finance Basics Hbr 20 Minute Manager Series

crowdfunding How to develop  
sales and marketing programs  
for your venture What  
entrepreneurial leaders must do  
to build culture and set  
direction as the business keeps  
growing HBR Handbooks

## Read Book Finance Basics Hbr 20 Minute Manager Series

provide ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, real-life stories, and concise explanations of research

## Read Book Finance Basics Hbr 20 Minute Manager Series

published in Harvard Business Review, each comprehensive volume helps you to stand out from the pack--whatever your role.

The new edition of an international bestseller helps

## Read Book Finance Basics Hbr 20 Minute Manager Series

individuals and organizations shift to a new mindset that will improve performance, spark collaboration, accelerate innovation, and make your life and the lives of everyone around you better. Without



## Read Book Finance Basics Hbr 20 Minute Manager Series

even being aware of it, many of us operate from an inward mindset, a single-minded focus on our own goals and objectives. This book points out the many ways, some quite subtle and deceptive, that this

## Read Book Finance Basics Hbr 20 Minute Manager Series

mindset invites tension and conflict. But incredible things happen when people switch to an outward mindset. They intuitively understand what coworkers, colleagues, family, and friends need to be

## Read Book Finance Basics Hbr 20 Minute Manager Series

successful and happy. Their organizations thrive, and astonishingly, by focusing on others they become happier and more successful themselves! This new mindset brings about deep and far-reaching changes.

## Read Book Finance Basics Hbr 20 Minute Manager Series

The Outward Mindset presents compelling true stories to illustrate the gaps that individuals and organizations typically experience between their actual inward mindsets and their needed outward

## Read Book Finance Basics Hbr 20 Minute Manager Series

mindsets. And it provides simple yet profound guidance and tools to help bridge this mindset gap. This new edition includes a new preface, updated case studies, and new material covering Arbinger's latest

## Read Book Finance Basics Hbr 20 Minute Manager Series

research on mindsets. In the long run, changing negative behavior without changing one's mindset doesn't last—the old behaviors always reassert themselves. But changing the mindset that causes the

## Read Book Finance Basics Hbr 20 Minute Manager Series

behavior changes everything.  
The one primer you need to  
develop your managerial and  
leadership skills. Whether  
you ' re a new manager or  
looking to have more influence  
in your current management

## Read Book Finance Basics Hbr 20 Minute Manager Series

role, the challenges you face come in all shapes and sizes—a direct report ' s anxious questions, your boss ' s last-minute assignment of an important presentation, or a blank business case staring you



## Read Book Finance Basics Hbr 20 Minute Manager Series

in the face. To reach your full potential in these situations, you need to master a new set of business and personal skills. Packed with step-by-step advice and wisdom from Harvard Business Review 's

## Read Book Finance Basics Hbr 20 Minute Manager Series

management archive, the HBR  
Manager ' s Handbook provides  
best practices on topics from  
understanding key financial  
statements and the  
fundamentals of strategy to  
emotional intelligence and

## Read Book Finance Basics Hbr 20 Minute Manager Series

building your employees ' trust. The book ' s brief sections allow you to home in quickly on the solutions you need right away—or take a deeper dive if you need more context. Keep this comprehensive guide with

## Read Book Finance Basics Hbr 20 Minute Manager Series

you throughout your career and be a more impactful leader in your organization. In the HBR Manager ' s Handbook you ' ll find: - Step-by-step guidance through common managerial tasks - Short sections and

## Read Book Finance Basics Hbr 20 Minute Manager Series

chapters that you can turn to quickly as a need arises - Self-assessments throughout - Exercises and templates to help you practice and apply the concepts in the book - Concise explanations of the latest

## Read Book Finance Basics Hbr 20 Minute Manager Series

research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman, Clayton Christensen, John Kotter, and Michael Porter - Real-life stories from working

## Read Book Finance Basics Hbr 20 Minute Manager Series

managers - Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly The skills covered in the book include: - Transitioning into a leadership role - Building trust

## Read Book Finance Basics Hbr 20 Minute Manager Series

and credibility - Developing  
emotional intelligence -  
Becoming a person of influence  
- Developing yourself as a leader  
- Giving effective feedback -  
Leading teams - Fostering  
creativity - Mastering the basics



## Read Book Finance Basics Hbr 20 Minute Manager Series

of strategy - Learning to use  
financial tools - Developing a  
business case

HBR's 10 Must Reads on  
Managing People, Vol. 2 (with  
bonus article “ The Feedback  
Fallacy ” by Marcus

## Read Book Finance Basics Hbr 20 Minute Manager Series

Buckingham and Ashley  
Goodall)

Managing Up (HBR 20-Minute  
Manager Series)

Self-Awareness (HBR Emotional  
Intelligence Series)

Introduction to Earnings

## Read Book Finance Basics Hbr 20 Minute Manager Series

Management

Match Skills with Tasks, Develop  
Your People, Overcome Barriers

HBR Emotional Intelligence

Boxed Set (6 Books) (HBR

Emotional Intelligence Series)

**Whether you're starting out in**

*Page 67/225*

## Read Book Finance Basics Hbr 20 Minute Manager Series

**your career or just want a refresher on the fundamentals, the HBR Essential 20-Minute Manager Collection gives you a hand-picked selection of concise, practical primers on the professional skills you**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**need to master most. This specially priced five-volume set includes Getting Work Done, Managing Time, Presentations, Running Meetings, and Difficult Conversations. You'll learn**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**how to: Prioritize your work  
Determine the right time to  
work on each task and avoid  
distractions Deliver  
presentations that persuade  
Plan ahead to set your  
meetings up for success**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**Navigate conflict while making  
sure all voices are heard  
Address difficult situations  
without the drama Don't have  
much time? Get up to speed  
fast on the most essential  
business skills with HBR's**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice**



## Read Book Finance Basics Hbr 20 Minute Manager Series

**you can quickly read and apply, for ambitious professionals and aspiring executives, from the most trusted source in business. Also available as an ebook. Legendary leadership and elite**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**performance expert Robin Sharma introduced The 5am Club concept over twenty years ago, based on a revolutionary morning routine that has helped his clients maximize their productivity,**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**activate their best health and  
bulletproof their serenity in  
this age of overwhelming  
complexity. Now, in this life-  
changing book, handcrafted  
by the author over a rigorous  
four-year period, you will**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**discover the early-rising habit that has helped so many accomplish epic results while upgrading their happiness, helpfulness and feelings of aliveness. Through an enchanting—and often**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**amusing—story about two  
struggling strangers who meet  
an eccentric tycoon who  
becomes their secret mentor,  
The 5am Club will walk you  
through: How great geniuses,  
business titans and the**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**world's wisest people start  
their mornings to produce  
astonishing achievements A  
little-known formula you can  
use instantly to wake up early  
feeling inspired, focused and  
flooded with a fiery drive to**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**get the most out of each day A  
step-by-step method to protect  
the quietest hours of daybreak  
so you have time for exercise,  
self-renewal and personal  
growth A neuroscience-based  
practice proven to help make it**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**easy to rise while most people  
are sleeping, giving you  
precious time for yourself to  
think, express your creativity  
and begin the day peacefully  
instead of being rushed  
“Insider-only” tactics to**



Read Book Finance Basics Hbr  
20 Minute Manager Series

**defend your gifts, talents and  
dreams against digital  
distraction and trivial  
diversions so you enjoy  
fortune, influence and a  
magnificent impact on the  
world Part manifesto for**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**mastery, part playbook for  
genius-grade productivity and  
part companion for a life lived  
beautifully, The 5am Club is a  
work that will transform your  
life. Forever.**

**You'll get up to speed fast on**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**the most essential business skills with this set of concise, practical primers. Finance Basics explains the fundamentals of corporate finance—and its jargon; Running Meetings gives you**

Read Book Finance Basics Hbr  
20 Minute Manager Series

**the tools and checklists you  
need to keep your meetings  
effective and efficient;  
Presentations helps you  
create and deliver a  
persuasive performance, fast;  
Managing Projects shows you**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**how to set up and execute on a project plan; Managing Time helps you to figure out where all the minutes of your day are going—and how to get them under control; Getting Work Done helps you to use each of**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**those minutes more  
productively; Creating  
Business Plans shows you  
how to present the risks and  
rewards of your idea;  
Managing Up helps you to  
build your relationship with**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**your boss; Delegating Work shows you how to hand work off right; and Giving Effective Feedback teaches you how to make potentially difficult confrontations and turn them into productive conversations.**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**This 10-volume, specially priced boxed set makes a perfect gift for aspiring leaders who are short on time but need advice fast. Get up to speed fast on essential business skills. Whether**



## Read Book Finance Basics Hbr 20 Minute Manager Series

**you're looking for a crash course or a brief refresher, you'll find just what you need in HBR's 20-Minute Manager series—foundational reading for ambitious professionals and aspiring executives. Each**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**book is a concise, practical primer, so you'll have time to brush up on a variety of key management topics. Advice you can quickly read and apply, from the most trusted source in business.**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**Based on a popular class taught by a Harvard Business School professor. If you're not a numbers person, then finance can be intimidating and easy to ignore. But if you want to advance in your**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**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**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**School and author of The  
Wisdom of Finance--guides  
you into the complex but  
endlessly fascinating world of  
finance, demystifying it in the  
process. Through entertaining  
case studies, interactive**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**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**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**finance works. These include:  
How different financial levers  
can affect a company's  
performance The different  
ways in which companies fund  
their operations and  
investments Why finance is**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**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,**



## Read Book Finance Basics Hbr 20 Minute Manager Series

**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. You know you need to**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**delegate some of your work so that you have time to focus on the things that require your expertise. But it's not easy to do. Delegating Work quickly walks you through the fundamentals of: ?**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**Establishing a productive environment ? Assigning the right work to the right people ? Conducting an effective hand-off meeting ? Monitoring without micromanaging About HBR's 20-Minute Manager**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**Series: Don't have much time?  
Get up to speed fast on the  
most essential business skills  
with HBR's 20-Minute Manager  
series. Whether you need a  
crash course or a brief  
refresher, each book in the**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives?from the most**

## Read Book Finance Basics Hbr 20 Minute Manager Series

**trusted source in business.**

**Also available as an ebook.**

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

**The 17 Skills Leaders Need to  
Stand Out**

Read Book Finance Basics Hbr  
20 Minute Manager Series

**The Harvard Business Review  
Manager's Handbook  
HBR Guide to Beating Burnout  
The 5AM Club  
How to Change Lives and  
Transform Organizations**  
*Feeling stressed about*

*Page 103/225*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*your upcoming presentation? Whether you're nervous about how you'll organize your thoughts or how you'll articulate them on the big day, Presentations*



## Read Book Finance Basics Hbr 20 Minute Manager Series

*provides the quick  
guidelines and expert tips  
you need to: Craft your  
message Prepare and  
rehearse effectively  
Engage your audience  
Manage Q&A sessions Don't*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.*

*How to be human at work.  
HBR's Emotional*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*Intelligence Series*  
features smart, essential  
reading on the human side  
of professional life from  
the pages of Harvard  
Business Review. Each book  
in the series offers

## Read Book Finance Basics Hbr 20 Minute Manager Series

*proven research showing  
how our emotions impact  
our work lives, practical  
advice for managing  
difficult people and  
situations, and inspiring  
essays on what it means to*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. The specially*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*priced six-volume set  
includes, Mindfulness,  
Resilience, Influence and  
Persuasion, Authentic  
Leadership, Happiness, and  
Empathy.*

*Foreword by Bill Gates*



## Read Book Finance Basics Hbr 20 Minute Manager Series

*LinkedIn cofounder,  
legendary investor, and  
host of the award-winning  
Masters of Scale podcast  
reveals the secret to  
starting and scaling  
massively valuable*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*companies. What entrepreneur or founder doesn't aspire to build the next Amazon, Facebook, or Airbnb? Yet those who actually manage to do so are exceedingly rare. So*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*what separates the startups that get disrupted and disappear from the ones who grow to become global giants? The secret is blitzscaling: a set of techniques for*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*scaling up at a dizzying  
pace that blows  
competitors out of the  
water. The objective of  
Blitzscaling is not to go  
from zero to one, but from  
one to one billion –as*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*quickly as possible. When growing at a breakneck pace, getting to next level requires very different strategies from those that got you to where you are today. In a*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*book inspired by their popular class at Stanford Business School, Hoffman and Yeh reveal how to navigate the necessary shifts and weather the unique challenges that*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*arise at each stage of a company's life cycle, such as: how to design business models for igniting and sustaining relentless growth; strategies for hiring and managing; how*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*the role of the founder and company culture must evolve as the business matures, and more. Whether your business has ten employees or ten thousand, Blitzscaling is the*



## Read Book Finance Basics Hbr 20 Minute Manager Series

*essential playbook for  
winning in a world where  
speed is the only  
competitive advantage that  
matters.*

*Are you suffering from  
work-related stress?*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*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*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*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 help*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*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*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*hinders, productivity •  
Create realistic and  
manageable routines • Aim  
for progress, not  
perfection • Make the case  
for a flexible schedule •  
Ease the physical tension*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*of spending too much time  
at your computer • Renew  
yourself physically,  
mentally, and emotionally  
Whether you're new to  
running meetings or a  
seasoned executive with no*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*time to waste, leading effective (and even pleasant!) meetings is a must. Running Meetings guides you through the basics of: Crafting a useful agenda Inviting the*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*right team members Making  
sure everyone's voice is  
heard while avoiding  
conflict Capturing  
decisions, ideas, and  
follow-up tasks Don't have  
much time? Get up to speed*



## Read Book Finance Basics Hbr 20 Minute Manager Series

*fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise,*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*trusted source in  
business. Also available  
as an ebook.*

*Finance Basics (HBR  
20-Minute Manager Series)  
HBR's 10 Must Reads  
Ultimate Boxed Set (14*

## Read Book Finance Basics Hbr 20 Minute Manager Series

*Books)*

*Leading Virtual Teams (HBR  
20-Minute Manager Series)*

*Financial Intelligence,  
Revised Edition*

*HBR Guide to Managing  
Stress at Work*

## Read Book Finance Basics Hbr 20 Minute Manager Series

### *Day to Day Economics*

You want the most important ideas on management all in one place. Now you can have them--in a set of HBR's 10 Must Reads, available as a 14-volume paperback boxed set or as an ebook set. We've combed through hundreds of Harvard Business Review articles on

## Read Book Finance Basics Hbr 20 Minute Manager Series

topics such as emotional intelligence, communication, change, leadership, strategy, managing people, and managing yourself and selected the most important ones to help you maximize your own and your organization's performance. The HBR's 10 Must Reads Ultimate Boxed Set

## Read Book Finance Basics Hbr 20 Minute Manager Series

includes 14 bestselling collections:  
HBR's 10 Must-Reads on Leadership;  
HBR's 10 Must-Reads on Emotional  
Intelligence; HBR's 10 Must-Reads on  
Managing Yourself; HBR's 10 Must-  
Reads on Strategy; HBR's 10 Must-  
Reads on Change Management; HBR's  
10 Must-Reads on Managing People;

## Read Book Finance Basics Hbr 20 Minute Manager Series

HBR's 10 Must Reads: The Essentials;  
HBR's 10 Must-Reads on  
Communication; HBR's 10 Must-Reads  
on Managing Across Cultures; HBR's  
10 Must-Reads on Strategic Marketing;  
HBR's 10 Must-Reads on Teams;  
HBR's 10 Must-Reads on Innovation;  
HBR's 10 Must-Reads on Making



## Read Book Finance Basics Hbr 20 Minute Manager Series

Smart Decisions; and HBR's 10 Must-Reads on Collaboration. The HBR's 10 Must Reads Ultimate Boxed Set makes a smart gift for your team, colleagues, or clients. HBR's 10 Must Reads series is the definitive collection of ideas and best practices for aspiring and experienced leaders alike. These books

## Read Book Finance Basics Hbr 20 Minute Manager Series

offer essential reading selected from the pages of Harvard Business Review on topics critical to the success of every manager. Each book is packed with advice and inspiration from leading experts such as Clayton Christensen, Peter Drucker, Rosabeth Moss Kanter, John Kotter, Michael Porter, Daniel

## Read Book Finance Basics Hbr 20 Minute Manager Series

Goleman, Theodore Levitt, and Rita  
Gunther McGrath.

Does it seem like you never have  
enough time to get everything done?  
Keeping on top of your tasks,  
deadlines, and work schedule can be  
daunting. *Managing Time* quickly walks  
you through the basics. You'll learn to:

## Read Book Finance Basics Hbr 20 Minute Manager Series

Assess how you spend your time now  
Prioritize your tasks Plan the right time  
to work on each one Avoid  
procrastination and interruptions About  
HBR's 20-Minute Manager Series:  
Don't have much time? Get up to speed  
fast on the most essential business  
skills with HBR's 20-Minute Manager

## Read Book Finance Basics Hbr 20 Minute Manager Series

series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives from the most trusted source

## Read Book Finance Basics Hbr 20 Minute Manager Series

in business. Also available as an ebook. You have to talk with a colleague about a fraught situation, but you're worried that they'll yell, or blame you, or shut down. You fear your emotions could block you from a resolution. But you can communicate in a way that's constructive--not combative. Difficult

## Read Book Finance Basics Hbr 20 Minute Manager Series

Conversations walks you through:  
Uncovering the root cause of friction  
Maintaining a positive mind-set  
Untangling the problem together  
Agreeing on a way forward Don't have  
much time? Get up to speed fast on the  
most essential business skills with  
HBR's 20-Minute Manager series.

## Read Book Finance Basics Hbr 20 Minute Manager Series

Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted



## Read Book Finance Basics Hbr 20 Minute Manager Series

source in business. Also available as an ebook.

This book provides researchers and scholars with a comprehensive and up-to-date analysis of earnings management theory and literature.

While it raises new questions for future research, the book can be also helpful

## Read Book Finance Basics Hbr 20 Minute Manager Series

to other parties who rely on financial reporting in making decisions like regulators, policy makers, shareholders, investors, and gatekeepers e.g., auditors and analysts. The book summarizes the existing literature and provides insight into new areas of research such as the

## Read Book Finance Basics Hbr 20 Minute Manager Series

differences between earnings management, fraud, earnings quality, impression management, and expectation management; the trade-off between earnings management activities; the special measures of earnings management; and the classification of earnings management

## Read Book Finance Basics Hbr 20 Minute Manager Series

motives based on a comprehensive theoretical framework.

Get your best work done, no 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

## Read Book Finance Basics Hbr 20 Minute Manager Series

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

## Read Book Finance Basics Hbr 20 Minute Manager Series

to: Create a regular work-from-home routine Identify the right 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,

## Read Book Finance Basics Hbr 20 Minute Manager Series

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.

Playing to Win

How Finance Works

Running Virtual Meetings (HBR

## Read Book Finance Basics Hbr 20 Minute Manager Series

20-Minute Manager Series)

Running Meetings (HBR 20-Minute  
Manager Series)

Harvard Business Review Guides

Ultimate Boxed Set (16 Books)

Delegating Work

The economy isn't just for the  
economists to debate on. All of us are



## Read Book Finance Basics Hbr 20 Minute Manager Series

affected by its ups and downs—global recession, rise in interest rates, or hike in food prices. But do we understand the principles at work and how and why they really affect us? Day to Day Economics is an enjoyable, accessible, and extremely user-friendly book that explains the modern day Indian

## Read Book Finance Basics Hbr 20 Minute Manager Series

economy to the layperson. In this relevant book, Professor Deodhar explains the role of the government and its involvement in different aspects of the economy; the need for the RBI and its functions; and how taxes, stock markets, and recessions work. Day to Day Economics will help you go beyond

## Read Book Finance Basics Hbr 20 Minute Manager Series

the facts and figures in the budget and connect the trends to your daily life. As with all IIMA Business Books, it comes illustrated with numerous Indian examples and case studies making this the ultimate rookie's guide to the Indian economy.

A well-crafted business plan generates

## Read Book Finance Basics Hbr 20 Minute Manager Series

enthusiasm for your idea and boosts your odds of success--whether you're proposing a new initiative within your organization or starting an entirely new company. *Creating Business Plans* quickly walks you through the basics. You'll learn to: Present your idea clearly Develop sound financial plans

## Read Book Finance Basics Hbr 20 Minute Manager Series

Project risks--and rewards Anticipate and address your audience's concerns Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will

## Read Book Finance Basics Hbr 20 Minute Manager Series

help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

Self-awareness is the bedrock of

## Read Book Finance Basics Hbr 20 Minute Manager Series

emotional intelligence that enables you to see your talents, shortcomings, and potential. But you won't be able to achieve true self-awareness with the usual quarterly feedback and self-reflection alone. This book will teach you how to understand your thoughts and emotions, how to persuade your

## Read Book Finance Basics Hbr 20 Minute Manager Series

colleagues to share what they really think of you, and why self-awareness will spark more productive and rewarding relationships with your employees and bosses. This volume includes the work of: Daniel Goleman Robert Steven Kaplan Susan David  
HOW TO BE HUMAN AT WORK.



## Read Book Finance Basics Hbr 20 Minute Manager Series

The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and

## Read Book Finance Basics Hbr 20 Minute Manager Series

situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

The perfect gift for aspiring leaders: 16 volumes of HBR Guide. This 16-volume,

## Read Book Finance Basics Hbr 20 Minute Manager Series

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,

## Read Book Finance Basics Hbr 20 Minute Manager Series

Making Every Meeting Matter, Project Management, Emotional Intelligence, Getting the Right Work Done, Negotiating, Leading Teams, Coaching Employees, Performance Management, Delivering Effective Feedback, Dealing with Conflict, and Managing Up and Across. Arm yourself with the advice

## Read Book Finance Basics Hbr 20 Minute Manager Series

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.

Conducting performance reviews can be

## Read Book Finance Basics Hbr 20 Minute Manager Series

stressful. But these conversations are critical to your employees' development, allowing you to formally communicate with them about their accomplishments relative to their goals. Performance Reviews guides you through the basics. You'll learn to: Gather and analyze the right information Document your

## Read Book Finance Basics Hbr 20 Minute Manager Series

assessment Address performance problems Set challenging goals Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will

## Read Book Finance Basics Hbr 20 Minute Manager Series

help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

The Outward Mindset

*Page 168/225*



## Read Book Finance Basics Hbr 20 Minute Manager Series

Managing Time

HBR's 10 Must Reads for New

Managers (with bonus article "How

Managers Become Leaders" by Michael

D. Watkins) (HBR's 10 Must Reads)

Harvard Business Review 20-Minute

Manager Ultimate Boxed Set (16 Books)

HBR Guide to Better Business Writing

## Read Book Finance Basics Hbr 20 Minute Manager Series

(HBR Guide Series)

HBR 20-Minute Manager Boxed Set (10 Books) (HBR 20-Minute Manager Series)

You've been asked to manage a key project--or perhaps you've volunteered for an assignment

## Read Book Finance Basics Hbr 20 Minute Manager Series

that could advance your career.  
So how do you make sure the  
project succeeds? Managing  
Projects walks you quickly  
through the basics, including:  
Drawing up a realistic schedule  
and project plan Monitoring key

## Read Book Finance Basics Hbr 20 Minute Manager Series

tasks and benchmarks

Communicating with

stakeholders Bringing the project  
to a close Don't have much time?

Get up to speed fast on the most  
essential business skills with

HBR's 20-Minute Manager

## Read Book Finance Basics Hbr 20 Minute Manager Series

series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for

## Read Book Finance Basics Hbr 20 Minute Manager Series

ambitious professionals and  
aspiring executives--from the  
most trusted source in business.  
Also available as an ebook.  
Intimidated by corporate  
finance? The numbers (and the  
jargon) can feel

## Read Book Finance Basics Hbr 20 Minute Manager Series

overwhelming--but you have to understand them to manage effectively. Finance Basics explains the fundamentals simply and quickly, introducing you to key terms and concepts such as:  
How to navigate financial

## Read Book Finance Basics Hbr 20 Minute Manager Series

statements How to weigh costs and benefits What ' s involved in budgeting and forecasting How to gauge a company's financial health Don't have much time? Get up to speed fast on the most essential business skills with



## Read Book Finance Basics Hbr 20 Minute Manager Series

HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you

## Read Book Finance Basics Hbr 20 Minute Manager Series

can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

**DON'T LET YOUR WRITING  
HOLD YOU BACK.** When you 're

## Read Book Finance Basics Hbr 20 Minute Manager Series

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

## Read Book Finance Basics Hbr 20 Minute Manager Series

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,

## Read Book Finance Basics Hbr 20 Minute Manager Series

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

## Read Book Finance Basics Hbr 20 Minute Manager Series

Strike the right tone • Brush up  
on grammar, punctuation, and  
usage

Finance Basics (HBR 20-Minute  
Manager Series) Harvard  
Business Review Press  
Explains how companies must

## Read Book Finance Basics Hbr 20 Minute Manager Series

pinpoint business strategies to a few critically important choices, identifying common blunders while outlining simple exercises and questions that can guide day-to-day and long-term decisions.

Managing Projects (HBR

## Read Book Finance Basics Hbr 20 Minute Manager Series

20-Minute Manager Series)

HBR Guide to Remote Work

Performance Reviews (HBR

20-Minute Manager Series)

A Manager's Guide to Knowing

What the Numbers Really Mean

HBR Guide to Project



## Read Book Finance Basics Hbr 20 Minute Manager Series

Management (HBR Guide  
Series)

Focus on what Matters, Avoid  
Distractions, Get Things Done

**MEET YOUR GOALS—ON TIME**

**AND ON BUDGET.** How do

**you rein in the scope of**

## Read Book Finance Basics Hbr 20 Minute Manager Series

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

## Read Book Finance Basics Hbr 20 Minute Manager Series

who have competing demands on their time and attention? Whether you're managing your first project or just tired of improvising, this guide will give you

## Read Book Finance Basics Hbr 20 Minute Manager Series

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

## Read Book Finance Basics Hbr 20 Minute Manager Series

Management will help  
you: Build a strong,  
focused team Break major  
objectives into  
manageable tasks Create  
a schedule that keeps  
all the moving parts

## Read Book Finance Basics Hbr 20 Minute Manager Series

**under control Monitor  
progress toward your  
goals Manage  
stakeholders'  
expectations Wrap up  
your project and gauge  
its success**

## Read Book Finance Basics Hbr 20 Minute Manager Series

From crackly conference lines to pixelated video, virtual meetings can be problematic. But you can host a productive conversation in which everyone

## Read Book Finance Basics Hbr 20 Minute Manager Series

participates. Running  
Virtual Meetings takes  
you through the basics  
of: Selecting the right  
virtual venue Giving  
participants the  
information and support



## Read Book Finance Basics Hbr 20 Minute Manager Series

they need to connect and  
contribute Establishing  
and enforcing a common  
meeting etiquette  
Following up from afar  
Don't have much time?  
Get up to speed fast on

## Read Book Finance Basics Hbr 20 Minute Manager Series

the most essential  
business skills with  
HBR's 20-Minute Manager  
series. Whether you need  
a crash course or a  
brief refresher, each  
book in the series is a

## Read Book Finance Basics Hbr 20 Minute Manager Series

**concise, practical  
primer that will help  
you brush up on a key  
management topic. Advice  
you can quickly read and  
apply, for ambitious  
professionals and**

## Read Book Finance Basics Hbr 20 Minute Manager Series

aspiring  
executives--from the  
most trusted source in  
business. Also available  
as an ebook.

The book Inc. magazine  
calls one of "the best,

## Read Book Finance Basics Hbr 20 Minute Manager Series

clearest guides to the numbers" on the market. Inc. magazine calls it one of "the best, clearest guides to the numbers" on the market. Readers agree, saying

## Read Book Finance Basics Hbr 20 Minute Manager Series

it's exactly "what I  
need to know" and  
calling it a "must-read"  
for decision makers  
without expertise in  
finance. Since its  
release in 2006,

## Read Book Finance Basics Hbr 20 Minute Manager Series

**Financial Intelligence**  
has become a favorite  
among managers who need  
a guided tour through  
the numbers--helping  
them to understand not  
only what the numbers

## Read Book Finance Basics Hbr 20 Minute Manager Series

really mean, but also why they matter. This new, completely updated edition brings the numbers up to date and continues to teach the basics of finance to



## Read Book Finance Basics Hbr 20 Minute Manager Series

managers who need to use financial data to drive their business. It also addresses issues that have become even more important in recent years--including

## Read Book Finance Basics Hbr 20 Minute Manager Series

questions around the financial crisis and those around broader financial and accounting literacy. Accessible, jargon-free, and filled with entertaining

## Read Book Finance Basics Hbr 20 Minute Manager Series

stories of real  
companies, Financial  
Intelligence gives  
nonfinancial managers  
the confidence to  
understand the nuance  
beyond the numbers--to

## Read Book Finance Basics Hbr 20 Minute Manager Series

help bring everyday work  
to a new level.

DON'T LET YOUR FEAR OF  
FINANCE GET IN THE WAY  
OF YOUR SUCCESS Can you  
prepare a breakeven  
analysis? Do you know

## Read Book Finance Basics Hbr 20 Minute Manager Series

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 Book Finance Basics Hbr 20 Minute Manager 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

## Read Book Finance Basics Hbr 20 Minute Manager Series

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

## Read Book Finance Basics Hbr 20 Minute Manager Series

language of finance  
Compare your firm's  
financials with rivals'  
Shift your team's focus  
from revenues to profits  
Assess your  
vulnerability to



## Read Book Finance Basics Hbr 20 Minute Manager Series

industry downturns Use  
financial data to defend  
budget requests Invest  
smartly through  
cost/benefit analysis  
Your boss plays an  
important role in your

## Read Book Finance Basics Hbr 20 Minute Manager Series

career. So how do you navigate this delicate, significant professional relationship without playing political games or compromising your character? **Managing Up**

## Read Book Finance Basics Hbr 20 Minute Manager Series

offers concise, expert  
tips on: Understanding  
your manager's  
priorities and pressures  
Setting a positive tone  
for the relationship  
Managing

## Read Book Finance Basics Hbr 20 Minute Manager Series

expectations--and egos  
Earning trust and  
respect Don't have much  
time? Get up to speed  
fast on the most  
essential business  
skills with HBR's

## Read Book Finance Basics Hbr 20 Minute Manager Series

**20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help**

## Read Book Finance Basics Hbr 20 Minute Manager Series

you brush up on a key  
management topic. Advice  
you can quickly read and  
apply, for ambitious  
professionals and  
aspiring  
executives--from the

## Read Book Finance Basics Hbr 20 Minute Manager Series

most trusted source in  
business. Also available  
as an ebook.

**Presentations (HBR  
20-Minute Manager  
Series)**

**Difficult Conversations**

# Read Book Finance Basics Hbr 20 Minute Manager Series

**(HBR 20-Minute Manager  
Series)**

**Creating Business Plans  
(HBR 20-Minute Manager  
Series)**

**The HBR Essential  
20-Minute Manager**



# Read Book Finance Basics Hbr 20 Minute Manager Series

Collection (5 Books)  
(HBR 20-Minute Manager  
Series)

The Lightning-Fast Path  
to Building Massively  
Valuable Companies  
How Strategy Really

## Read Book Finance Basics Hbr 20 Minute Manager Series

### **Works**

The perfect gift for aspiring leaders: 16 volumes of HBR 20-Minute Manager. This 16-volume, specially priced boxed set makes a perfect gift for aspiring leaders who

## Read Book Finance Basics Hbr 20 Minute Manager Series

are short on time but need advice fast, on topics from creating business plans and giving feedback to managing time and presentations. The set includes Creating Business Plans, Delegating

## Read Book Finance Basics Hbr 20 Minute Manager Series

Work, Difficult  
Conversations, Finance  
Basics, Getting Work Done,  
Giving Effective Feedback,  
Innovative Teams, Leading  
Virtual Teams, Managing  
Projects, Managing Time,

## Read Book Finance Basics Hbr 20 Minute Manager Series

Managing Up, Performance Reviews, Presentations, Running Meetings, Running Virtual Meetings, and Virtual Collaboration. Don't have much time? Get up to speed fast on the most essential

## Read Book Finance Basics Hbr 20 Minute Manager Series

business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a

## Read Book Finance Basics Hbr 20 Minute Manager Series

key management topic.  
Advice you can quickly read  
and apply, for ambitious  
professionals and aspiring  
executives--from the most  
trusted source in business.  
Also available as an ebook.

## Read Book Finance Basics Hbr 20 Minute Manager Series

IIMA-Day To Day Economics  
Everything You Need to  
Launch and Grow Your New  
Business

Own Your Morning. Elevate  
Your Life.

The HBR Guide to Thinking



**Read Book Finance Basics Hbr  
20 Minute Manager Series**

**Smart About the Numbers**