

## How To Avoid Work

The First Book to Explain How Managers Can Prevent Hostile Work Environment Accusations Corporation after corporation has seen seemingly harmless misunderstandings and "jokes" between employees mushroom into headline-making incidents, multimillion-dollar courtroom judgments--and unrelenting PR disasters. "The Manager's Guide to Preventing a Hostile Work Environment" explains how to stop such problems before they begin. The first book to look at the legal threat of "Hostile Work Environment" claims from the manager's viewpoint, it provides proactive techniques and behaviors to: Spot employees that may unknowingly be creating a hostile work environment Intervene while a problem is still manageable--and before legal action is threatened Apply a seven-step process to resolve perceptions of harassment or unfair treatment based on sex, race, disability, religion, and age. Managers play the most critical role in preventing hostile work environment harassment but are generally given little or no training. "The Manager's Guide to Preventing a Hostile Work Environment" shows managers and supervisors how to recognize and address inappropriate or insensitive behavioral problems in the workplace, before they lead to high-cost lawsuits and incalculable costs in the court of public opinion.

The motivations and values of the newest generation entering the workforce are different from those of previous generations. You maybe baffled about how to motivate or connect with this new generation. Learn how to modify the evaluation process based on the values of the new generation in How to Make Performance Evaluations Really Work. You'll find step-by-step guidelines for evaluating and motivating employees, learn what mistakes to avoid, what the legal pitfalls to watch for, and get numerous sample ready-to-use evaluation forms and sample phrases you can use as is or customize and make your own.

Organizations accomplish results when they powerfully engage employees and capture their discretionary time. This is more important than ever during this period where employees are facing unprecedented time poverty. Technology has blurred the lines between employees' work and personal lives, and they are faced with the challenges of successfully navigating and integrating work and personal demands. When organizations provide the right benefits, policies, and cultural practices, they win and they serve employees in the process. Using examples and real-world experiences from senior executives and employees at all levels, author Tracy Brower shows readers the importance of work-life supports and how they lead to more engaged and fulfilled employees. Bring Work to Life by Bringing Life to Work is your go-to guide to work-life support, providing easy-to-read strategies for building and implementing your organization's strategies to harness work-life supports, increasing positive impact to your bottom line.

Let's face it, our everyday lives are crammed to breaking point with things we'd prefer to dodge if we possibly could. Things which fall on a sliding scale somewhere between mildly inconvenient and blood-spittingly repugnant. But most of us continue to drag ourselves through each dreary day, fully aware that these distasteful and unpleasant events, ideologies or characters are looming on the horizon just waiting to ambush us and ruin our day, yet we take no action to avoid them. Until now, that is. This publication will not only arm you with the insight to predict these obnoxious encounters, but also give you practical guidelines and advice on how to sidestep them. Avoiding the unwanted in your life will leave you with more time, energy and inspiration to devote to the one thing you've been dreaming of, yearning for and aspiring to achieve all your life... doing only the stuff you like, which after all, is the noble purpose for which we've all been put on this earth.

"I settled casually into the seat opposite her, asking about her day. She lapsed instantly into a long ramble of her neighbors' arguments..." If this is a familiar scenario to you, you may have someone toxic in your life. Toxic people makes you tired and drained Knowing how to handle

them will ease a great burden in your life. Start now.- Sean Cox, PhD Author of "Prenatal Depression - It's Real"

Snorkeling at 10 am teaches readers how to harmonize the natural tension between working and living. Life is naturally imbalanced---some seasons require more work and others, more life. We don't need another attempt at a formula for perfect balance; equal parts work and life. Instead we need a formula for purposeful imbalance, a how-to for purposefully leaning toward work without missing out on life, and purposefully leaning toward life without damaging a career. To this end, Snorkeling at 10 am teaches readers how to harmonize the ten most common tension points that arise in our efforts to simultaneously work and live well.

Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of Give and Take). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep--spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In Deep Work, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of cultural criticism and actionable advice, Deep Work takes the reader on a journey through memorable stories--from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air--and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. Deep Work is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ

Mindfulness isn't anything that we think; it's what we don't think. Mindfulness isn't something that other people do; it's something that we all do. Mindfulness is an ancient, life-enhancing, healing technique that can help us remember our natural state of happiness and health, even if we think we are too modern and too busy to prioritize what's really important---being fully alive and fully alive to our full life potential. Mindfulness at Work reveals how the practice of mindfulness---the ability to focus our attention on what is rather than be distracted by what isn't---can be a powerful antidote to the distractions and stresses of our modern lives, especially our working lives. It gives you powerful tools to: Reduce your stress Become more productive Improve your decision-making skills Work more creatively Develop your leadership skills And much more Written by an expert with years of both clinical and personal experience, Mindfulness at Work includes examples of mindfulness in action in the workplace, while also showing you how to apply its lessons to specific professions, from sales to teaching, from law to medicine, from the trades to the creative arts.

The hidden brain is the voice in our ear when we make the most important decisions in our lives---but we're never aware of it. The hidden brain decides whom we fall in love with and whom we hate. It tells us to vote for the white candidate and convict the dark-skinned defendant, to hire the thin woman but pay

her less than the man doing the same job. It can direct us to safety when disaster strikes and move us to extraordinary acts of altruism. But it can also be manipulated to turn an ordinary person into a suicide terrorist or a group of bystanders into a mob. In a series of compulsively readable narratives, Shankar Vedantam journeys through the latest discoveries in neuroscience, psychology, and behavioral science to uncover the darkest corner of our minds and its decisive impact on the choices we make as individuals and as a society. Filled with fascinating characters, dramatic storytelling, and cutting-edge science, this is an engrossing exploration of the secrets our brains keep from us—and how they are revealed.

"Managing Employees Without Fear is knowing that 1) because your employees are being treated fairly and in accordance with the law, you can be proud of every personnel decision you make and 2) you can approach difficult employment situations with the confidence that you are acting within the law and that if challenged, your decisions will be viewed as appropriate and lawful"--

Time Management Ninja will help you kick procrastination to the curb and get important tasks done faster with 21 easy, effective rules. Take control of your valuable time and simplify your busy life with this essential guidebook.

#1 NEW YORK TIMES BEST SELLER • In this urgent, authoritative book, Bill Gates sets out a wide-ranging, practical—and accessible—plan for how the world can get to zero greenhouse gas emissions in time to avoid a climate catastrophe. Bill Gates has spent a decade investigating the causes and effects of climate change. With the help of experts in the fields of physics, chemistry, biology, engineering, political science, and finance, he has focused on what must be done in order to stop the planet's slide to certain environmental disaster. In this book, he not only explains why we need to work toward net-zero emissions of greenhouse gases, but also details what we need to do to achieve this profoundly important goal. He gives us a clear-eyed description of the challenges we face. Drawing on his understanding of innovation and what it takes to get new ideas into the market, he describes the areas in which technology is already helping to reduce emissions, where and how the current technology can be made to function more effectively, where breakthrough technologies are needed, and who is working on these essential innovations. Finally, he lays out a concrete, practical plan for achieving the goal of zero emissions—suggesting not only policies that governments should adopt, but what we as individuals can do to keep our government, our employers, and ourselves accountable in this crucial enterprise. As Bill Gates makes clear, achieving zero emissions will not be simple or easy to do, but if we follow the plan he sets out here, it is a goal firmly within our reach.

Are You Ready to Discover the Hidden Law of Attraction Mistakes That Are Blocking You from Manifesting Your Dream Reality? Do you want to manifest with ease and confidence? If the answer is yes, you've arrived at the right place! How Not to Manifest is designed to help you identify your MANIFESTATION

BLOCKS, so that you can create a life full of happiness, abundance, and love. You see, it's NOT only about the manifestation methods you use. In reality, the true secret to success resides in your energy, VIBRATION, and mindset. You don't attract what you want; you attract WHO you are. By permanently SHIFTING your mindset and energy, you automatically align yourself with your true desires and manifest them into your reality. Are you ready for a full transformation without hoping, dreaming, and trying? The information you'll discover in this book works both for LOA beginners and for seasoned "manifestors" who want to take it to the next level! You'll find all you need to know to quickly identify your MANIFESTATION MISTAKES and correct them to manifest with joy, empowerment, and ease!

The term problem-solving sounds scary. Who wants problems? The word problem comes from the word probe, meaning inquiry. Rather than attack a problem given to us, let us accept an invitation to inquire into and to explore an interesting opportunity. Even toddlers can excel at inquiring, exploring, and investigating the world around them!

We are all trapped by modern life. Trapped! Trapped by work, consumerism, stress, debt, isolationism and general unhappiness. We will each spend an average of 87,000 hours at work before we die. We will spend another 5,000 hours getting to and from work and countless more preparing for work. Worrying about work. Recovering from work. The majority of us hate our jobs. But without work, we can't buy all the things we've been told we should want and need, so around we go... Through the pages of New Escapologist magazine, Robert Wringham has been studiously examining the traps of modern life, questioning where our commitment to them stems from and why we are so unable to break free. Taking inspiration from the great Escapologist Harry Houdini – who escaped from jail cells, straitjackets, and even the innards of a dead whale – Wringham applies Houdini's feats as a metaphor for real life, proposing the principle of Escapology as a way to cut loose our shackles. Become a modern-day Escapologist and freedom and happiness might be possible after all.

The book will help anyone working remotely. Zoom calls (and platforms like WebEx, Microsoft Teams, others) and other challenges are dealt with in an entertaining way so that you can be more productive from home or on the road. Everything from how to set up your workplace and set up your schedule, to how to look and sound at your best. This is third in the series of Get a G.R.I.P. (Global Readiness(R) Improvement Plan) books by Andrew Silberman, consultant and business school professor.

PLEASE NOTE: This is a summary and analysis of the book and not the original book. If you'd like to purchase the original book, please paste this link in your browser: <https://amzn.to/2W17PHN>

Management expert Morten T. Hansen reveals the secrets behind top performance and productivity. He presents a compelling case for working less while still achieving more without compromising your work-life balance. Click "Buy Now with 1-Click" to own your copy today! What does this ZIP Reads Summary Include? Synopsis of the original book Breakdown of the seven practices to help you work smarter Key takeaways from each

chapter Tips on how to put the practices into action How to avoid getting burned out Editorial Review Background on Morten T. Hansen About the Original Book: For so long, we have been taught that you have to break your back and hustle till you die, just to become successful. However, Hansen provides scientific data that shows how top performers do the exact opposite. You don't have to work hard - just work smarter. With seven smart work practices, you will improve your work performance and be able to enjoy more personal time. If you have been miserable working hard and getting nowhere, reading this book will change your life. DISCLAIMER: This book is intended as a companion to, not a replacement for, *Great at Work: How Top Performers Do Less, Work Better, and Achieve More* ZIP Reads is wholly responsible for this content and is not associated with the original author in any way. Please follow this link: <https://amzn.to/2W17PHN> to purchase a copy of the original book. We are a participant in the Amazon Services LLC Associates Program, an affiliate advertising program designed to provide a means for us to earn fees by linking to Amazon.com and affiliated sites. When you have difficulties managing your emotions, it can feel like you're losing control of your whole life. Anger, hurt, grief, worry, and other intense feelings can be overwhelming, and how you react to these emotions can impact your ability to maintain relationships, succeed at work, or even think straight! If you find it difficult to understand, express, and process intense emotions—and most of us do—this book is for you. *Calming the Emotional Storm* is your guide to coping with difficult emotions calmly and responsibly by using powerful skills from dialectical behavior therapy. This method combines cognitive behavioral techniques with mindfulness practices to change the way you respond to stressful situations. By practicing these skills, you can stop needless emotional suffering and develop the inner resilience that will help you weather any emotional storm. This book will teach you how to:

- Establish a balanced life for an everyday sense of well-being
- Let go of unwanted worries and fears
- Become better at accepting yourself and others
- Work through a crisis without letting emotions take over

This is a short, occasionally funny, book on how to solve and avoid application and/or computer performance problems. I wrote it to give back the knowledge, insights, tips, and tricks I was given over the last 25 years of my computing career. It shows practical ways to use key performance laws and gives well tested advice on how (and when) to do performance monitoring, capacity planning, load testing, and performance modeling. It works for any application or collection of computers because it teaches you how to decipher whatever meters they give you and how to discover more about those meters than the documentation reveals. This book covers the things that will always be true no matter what technology you are using. It will continue to be useful 20 years from now when today's technology, if it runs at all, will look as quaint as a mechanical cuckoo clock. There is no complex math required; yet it allows you to easily use some fairly advanced techniques. Simple arithmetic, and a spreadsheet program, is all that is required of you. Lastly, it helps with the human side of performance. It shows you how to get the help you need and how to present your findings (good or bad) all the way up to the CIO level.

John Crestani has been operating his own successful internet marketing business since 2010. This book shares his tips on legitimate work-from-home business opportunities as well as scams to avoid. He explains why he thinks affiliate marketing is the most lucrative work-from-home business opportunity. A good portion of the book is devoted to effectively using social media resources to market your own business. Each chapter ends with workbook questions designed for self-reflection and self-motivation, and additionally, provides a link to John's website for additional information on that chapter's topic.

THE SCHOOL OF LIFE IS DEDICATED TO EXPLORING LIFE'S BIG QUESTIONS IN HIGHLY-PORTABLE PAPERBACKS, FEATURING FRENCH FLAPS AND DECKLE EDGES, THAT THE NEW YORK TIMES CALLS "DAMNABLY CUTE." WE DON'T HAVE ALL THE ANSWERS, BUT WE WILL DIRECT YOU TOWARDS A VARIETY OF USEFUL IDEAS THAT

ARE GUARANTEED TO STIMULATE, PROVOKE, AND CONSOLE. A practical and inspirational guide to examining your career and deciding whether it truly makes you happy—this book will show you the steps it takes to find a job that truly makes you thrive. The desire for fulfilling work is one of the great aspirations of our age. This book reveals explores the competing claims we face for money, status, and meaning in our lives. Drawing on wisdom from a variety of disciplines, cultural thinker Roman Krznaric sets out a practical guide to negotiating the labyrinth of choices, overcoming fear of change, and finding a career in which you thrive. Overturning a century of traditional thought about career change, Krznaric reveals just what it takes to find life-enhancing work

To succeed at work, first you need to understand your own brain If you're in a job interview, how should you think about the mindset of the interviewer? If you've just been promoted, how do you handle the tensions of managing former peers? And what are the telltale mental signs that it's time to start planning your next career move? We know that psychology can teach us much about behaviors and challenges relevant to work, such as making better decisions, influencing people, and dealing with stress. But many popular books on these topics analyze them as universal human phenomena without providing real-life, constructive career help. *Bring Your Brain to Work* changes all that. Professor, author, and popular radio host Art Markman focuses on three essential elements of a successful career--getting a job, excelling at work, and finding your next position--and expertly illustrates how cognitive science, especially psychology, sheds fascinating and useful light on each of these elements. To succeed at a job interview, for example, you need to understand the mindset of the interviewer and know how to come across as exactly the individual the company wants to hire. To keep that job, it's critical to master the mental challenge of learning every day. Finally, careers require constant development, so you need to be able to sense when it's time to move up or out and to prepare yourself for the move. So many of the hurdles you face throughout your career are, first and foremost, psychological challenges, and Markman shows you how to use your different mental systems--motivational, social, and cognitive--to manage them more effectively. Integrating the latest research with engaging stories and examples from across the professional spectrum, *Bring Your Brain to Work* gets inside your head, helping you to succeed through a better understanding of yourself and those around you.

Since its publication in 2004, *Doing Honest Work in College* has become an integral part of academic integrity and first-year experience programs across the country. This helpful guide explains the principles of academic integrity in a clear, straightforward way and shows students how to apply them in all academic situations—from paper writing and independent research to study groups and lab work. Teachers can use this book to open a discussion with their students about these difficult issues. Students will find a trusted resource for citation help whether they are studying comparative literature or computer science. Every major reference style is represented. Most important of all, many universities that adopt this book report a reduction in cheating and plagiarism on campus. For this second edition, Charles Lipson has updated hundreds of examples and included many new media sources. There is now a full chapter on how to take good notes and use them properly in papers and assignments. The extensive list of citation styles incorporates guidelines from the American Anthropological Association. The result is the definitive resource on academic integrity that students can use every day. “Georgetown’s entering class will discover that we actually have given them what we expect will be a very useful book, *Doing Honest Work in College*. It will be one of the first things students see on their residence hall desks when they move in, and we hope they will realize how important the topic is.”—James J. O’Donnell, Provost, Georgetown University “A useful book to keep on your reference shelf.”—Bonita L. Wilcox, English Leadership Quarterly

Go to work and don't lift a finger all day! With this guide to avoiding work, you will learn techniques to avoid work whilst appearing busy to onlookers, including your boss! All

techniques are humorous, yet practical and can be applied at almost any office workplace! An essential guide for all office workers, students about to enter the world of work and basically ANYONE WHO HATES WORKING! Note: Also available in a similar design, Steven Parker's 'The Lazy Man's Guide To Women!'... A 'must have' guide for men with emotionally challenging woman! ISBN-10: 1490534954 ISBN-13: 978-1490534954

How to avoid stress at work. Don't go to work. 6 x 9 notebook 110 blank lined sheets matte paperback cover quality paper pretty pastel cover

“A concise, insightful and sophisticated guide to maintaining humane values in an age of new machines.”—The New York Times Book Review “While we need to rewrite the rules of the twenty-first-century economy, Kevin’s book is a great look at how people can do this on a personal level to always put humanity first.”—Andrew Yang

You are being automated. After decades of hype and sci-fi fantasies, artificial intelligence is leaping out of research labs and into the center of our lives. Automation doesn’t just threaten our jobs. It shapes our entire human experience, with AI and algorithms influencing the TV shows we watch, the music we listen to, the beliefs we hold, and the relationships we form. And while the age-old debate over whether automation will destroy jobs rages on, an even more important question is being ignored: How can we be happy,

successful humans in a world that is increasingly built by and for machines? In *Futureproof: 9 Rules for Humans in the Age of Automation*, New York Times technology columnist Kevin Roose lays out a hopeful, pragmatic vision for how we can thrive in the age of AI and automation. He shares the secrets of people and organizations that have survived previous waves of technological change, and explains what skills are necessary to stay ahead of today’s intelligent machines, with lessons like • Be surprising, social, and scarce. • Resist machine drift. • Leave handprints. • Demote your devices. • Treat AI like a chimp army. Roose rejects the conventional wisdom that in order to succeed in the AI age, we have to become more like machines ourselves—hyper-efficient, data-driven workhorses. Instead, he says, we should focus on being more human, and doing the kinds of creative, inspiring, and meaningful things even the most advanced robots can’t do.

"This isn't a theoretical study of game playing or a psychological treatise on the deeper needs being met by engaging in these activities. Instead, it is a practical guide to the world of organizational games, providing examples and analysis of the most common games played within teams and other groups as well as advice about the best ways to manage these games"--Introd.

Outlines a plan for cooperative parenting, placing an emphasis on sharing the work of child rearing between mother and father in order to create a better blend of work, parenthood, and personal lives.

A collection of short stories as I remember them. Of course, others who were there might have a different memory. The journey to these stories is a simple one, I am writing them down before I forget. Changing only the names.

Twenty-seven essential tips that will insure the most efficient search for new

employees

A modern, no-nonsense guide to getting rid of email anxiety, reclaiming your productivity, and spending more time on the work that matters. Let's face it: Email is killing our productivity. The average person checks their email 11 times per hour, processes 122 messages a day, and spends 28 percent of their total workweek managing their inbox. What was once a powerful and essential tool for doing our daily work has become a near-constant source of frustration, anxiety, and distraction from our work. Unsubscribe will show you how to tame your inbox and reclaim your focus, with tips on how to: Break free from email addiction and the "inbox zero" obsession Build a daily email routine that reduces stress and anxiety Process your inbox based on what (and who) really matters to you Write messages that get people to pay attention and take action Set boundaries and say "no" to time-wasting distractions Plan your day around meaningful work -- not busywork Productivity isn't about just "keeping busy," it's about leaving a legacy. Are you ready to Unsubscribe?

For working adults, business leaders, and HR professionals who want to lead a more fulfilling life, *THE SECRETS TO HAPPINESS AT WORK* shows how we can thrive at work by making empowered, wise choices about the kind of work we do, the people we work with, and the ways we manage our work-life boundaries. Expert Tracy Bower sets a foundation by making the case for joyful work and life, pointing to research on personal, family, and child health. From stress and sleep to marriage and child development, joyful work is a critical part of a healthy life. The book goes on to provide key touchpoints on fundamental human needs and compelling neuroscience that drive our understanding of experiences at work. In addition, the book debunks myths of work and life in order to provide the reader with new ways of thinking about work and life. *THE SECRETS TO HAPPINESS AT WORK* lays down fundamentals through descriptions of how to create purpose and meaning, and how to find the right match with a company's culture. Tracy emphasizes the power of relationships at work—and the importance of colleagues and coworkers—and how to foster the very best of trust, empathy, and work with others. *THE SECRETS TO HAPPINESS AT WORK* explains the growth mindset and how to say yes more often, learn from failure, embrace stress, and stretch to achieve fulfillment.

The chief people officer at FranklinCovey outlines anecdotal and practical recommendations for how organizations of any size or type can create a competitive advantage by building effective relationships.

"Originally published in hardcover in the United States by Crown Business, New York, in 2017"--Title page verso.

Overcome the interpersonal challenges holding your business back Is your workplace riddled with gossip, power struggles, and confusion? Do you seek clarity in your management and cohesiveness in your team? Do you have a personal obstacle affecting your professional success? If so, there is good news—help is on the way. *Stop Workplace Drama* offers down-to-earth, practical

methods to help business owners, entrepreneurs, and private practice professionals maximize success, increase productivity, and improve teamwork and personal performance. Identify "drama" barriers and help your employees break free to experience higher personal effectiveness and increased productivity. Each of the eight points is full of universal and practical principles any business leader, sales director or entrepreneur can put to use immediately. Author Marlene Chism has shared her signature process with organizations such as McDonalds and NASA. When you're in the thick of business competition, you and your team need to function freely without internal conflicts, confusions, or rivalries. *Stop Workplace Drama* ensures that your employees will be able to give their best to create a healthy, profitable workplace.

Jason Fried and David Heinemeier Hansson, the authors of the New York Times bestseller *Rework*, are back with a manifesto to combat all your modern workplace worries and fears.

Now there's a comprehensive, instant-answer guide to avoiding over 100 of the most common mistakes made by managers that no business course ever told you about - until now. This valuable career-enhancing guide details where the pitfalls lie, so you can avoid them more easily, as well as how to recover from a mistake quickly and prevent it from happening again. You'll discover how to avoid such management blunders as not having clear objectives, delegating the wrong jobs, being defensive to criticism, ignoring office politics, taking on risky projects with little payoff, solving performance problems with new technology, getting caught up in the rumor mill, letting other managers steal away your staff, and much more!

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 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.

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