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From the creators of the hit podcast comes an interactive self-help guide for creative entrepreneurs, where they share their best tools and tactics on "being boss" in both business and life. Kathleen Shannon and Emily Thompson are self-proclaimed "business besties" and hosts of the top-ranked podcast Being Boss, where they talk shop and share their combined expertise with other creative entrepreneurs. Now they take the best of their from-the-trenches advice, giving you targeted guidance on: The Boss Mindset: how to weed out distractions, cultivate confidence, and tackle "fraudy feelings" Boss Habits: including a tested method for visually mapping out goals with magical results Boss Money: how to stop freaking out about finances and sell yourself (without shame) With worksheets, checklists, and other real tools for achieving success, here's a guide that will truly help you "be boss" not only at growing your business, but creating a life you love.

There are 168 hours in a week. This book is about where the time really goes, and how we can all use it better. It's an unquestioned truth of modern life: we are starved for time. With the rise of two-income families, extreme jobs, and 24/7 connectivity, life is so frenzied we can barely find time to breathe. We tell ourselves we'd like to read

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more, get to the gym regularly, try new hobbies, and accomplish all kinds of goals. But then we give up because there just aren't enough hours to do it all. Or else, if we don't make excuses, we make sacrifices. To get ahead at work we spend less time with our spouses. To carve out more family time, we put off getting in shape. To train for a marathon, we cut back on sleep. There has to be a better way-and Laura Vanderkam has found one. After interviewing dozens of successful, happy people, she realized that they allocate their time differently than most of us. Instead of letting the daily grind crowd out the important stuff, they start by making sure there's time for the important stuff. They focus on what they do best and what only they can do. When plans go wrong and they run out of time, only their lesser priorities suffer. It's not always easy, but the payoff is enormous. Vanderkam shows that it really is possible to sleep eight hours a night, exercise five days a week, take piano lessons, and write a novel without giving up quality time for work, family, and other things that really matter. The key is to start with a blank slate and to fill up your 168 hours only with things that deserve your time. Of course, you probably won't read to your children at 2:00 am, or skip a Wednesday morning meeting to go hiking, but you can cut back on how much you watch TV, do laundry, or spend time on other less fulfilling activities. Vanderkam shares creative ways to rearrange your schedule to make room for the things that matter most. 168 Hours is a fun, inspiring, practical guide that will help men and women of any age, lifestyle, or career get the most out of their time and their lives.

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At head of title: DreamWorks The boss baby.

The know-it-all narrator from the New York Times bestselling *How to Be a Baby* is back with the third book in the series! This time, she knows all about how to get a job, and she walks readers through the whole process: from deciding what you want to be all the way to acing the interview (tip: don't bring your pet gerbils). This book is sure to be a hit with kids who love to play pretend and dream about what they're going to be when they grow up.

The author of *Getting from College to Career* reinvents the concept of management for a new generation, offering a fresh and relevant approach to career success that shows them how to make the next step: becoming a leader. We are in the midst of a leadership revolution, as power passes from Baby Boomers to Millennials. All grown up, the highly educated Generation Y is moving into executive positions in corporations and government, as well as running their own businesses, where they are beginning to have a profound impact that will last for decades. Written exclusively for Gen Y readers to address their unique needs, *Becoming the Boss* is a brisk, tech savvy success manual filled with real-world, actionable tips, from an expert they respect and relate to. Lindsey Pollak defines what leadership is and draws on original research, her own extensive experience, and interviews with newly minted Gen Y managers and entrepreneurs around the world to share the secrets of what makes them successful leaders—and shows young professionals how to use that knowledge to rise in their own careers. From learning to develop a style that

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appeals to your older colleagues, to discovering the key trends affecting your career, to mastering the classic rules of excellence that never go out of style, *Becoming the Boss* helps you identify your next professional move and shows you how to get there.

It's shocking how little most of us know about the fundamental rules for workplace survival. Few people truly understand how to hang onto their jobs, how to effectively respond to threats to their jobs, or what to do if their main source of income is abruptly terminated.

Considering how dependent almost all of us are on a steady source of income, coupled with how fragile jobs are in our current economy, it's shocking how little most of us know about the fundamental rules for workplace survival. I'm familiar with these knowledge gaps

firsthand, because I've helped more than 18,000 panic-stricken clients deal with work-related issues. I've handled such emotionally charged workplace situations as: Bosses who swear, threaten, and even hit their employees. Foremen who order their staffers to operate under dangerous work conditions. Supervisors who sexually harass employees. Managers who punish workers for having children. Managers who won't give a worker time off to care for a dying parent. Executives who irrationally dislike certain staffers, and try to harass them into quitting. Companies that try to force out employees because of gender, race, or age. Bosses who risk destroying a company, with their out-of-control drug use or gambling. *BEAT THE BOSS* are easy-to-read, entertaining short stories which take a minute or two to read, but also provide accurate solutions, pulling back

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the curtain as to what really happens in the workplace. Every story ends with a question for the reader to answer: Did Allison just quit-or was she fired? Should Lori have gone straight to HR to complain about the sexual harassment? Can Jim be fired for trying to take home the chicken that fell on the floor, which his store considers garbage? When Bruce discovers the company that hired him lied about working conditions on his first day on the job, should he write a resignation letter or just walk away? Furthermore, with millions of Americans unemployed both now and in the foreseeable future, it's never been more important for everyone to educate themselves about how to hang onto their jobs, and about how to protect themselves if they're fired or forced to quit through no fault of their own.

Every day millions of people with high potential are frustrated and held back by incompetent leaders. New York Times bestselling leadership author John C. Maxwell knows this because the number one question he gets asked is about how to lead when the boss isn't a good leader. You don't have to be trapped in your work situation. In this book, adapted from the million-selling *The 360-Degree Leader*, Maxwell unveils the keys to successfully navigating the challenges of working for a bad boss. Maxwell teaches how to position yourself for current and future success, take the high road with a poor leader, avoid common pitfalls, work well with teammates, and develop influence wherever you find yourself. Practicing the principles taught in this book will result in endless opportunities—for your organization, your career, and your life. You can learn how to lead

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when your boss can't (or won't).

NEW YORK TIMES BESTSELLER A captivating and inspiring guide to building an untouchable empire from mud to marble, no matter what obstacles stand in the way Rick Ross is a hip-hop icon and a towering figure in the business world, but his path to success was not always easy. Despite adversity and setbacks, Ross held tight to his vision and never settled for anything less than greatness. Now, for the first time, he shares his secrets to success, offering his own life as a road map to readers looking to build their own empire. Along the way he reveals: How to turn your ambition into action Tips for managing and investing your money Inside stories from his business and music ventures Why failure is central to success Secrets to handling stressful situations How to build the perfect team As Ross explains, "It doesn't matter what's going on. Even the most dire situation is just another opportunity to boss up." Intimate, insightful and brimming with no-nonsense advice, *The Perfect Time to Boss Up* is the ideal book for hustlers everywhere.

Most people spend over half their adult lives at work. This can mean spending all that time with a boss who is ignorant, incoherent, embarrassing, harassing, indecisive, dirty, smelly, sexist, vindictive, unappreciative and crude. *Dealing with the Boss from Hell* is a survival guide, with real-life strategies for dealing with the difficult person who is in charge. There are lots of tips on how to read the mind of the boss, how to deal with their tricks, keep a low profile, and even how to 'retrain' them. There is also great advice on how to stand up to them, talk honestly and directly, and if nothing works, how to get out quickly and cleanly. There are case studies of the different

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types of difficult boss, such as The Boor, Grumpy, The Slave Driver, and The Exploder , and how best to handle them. Dealing with the Boss from Hell is the book that will help everyone to cope with the most difficult of situations.

****A Forbes Best Business Book of the Year, 2015**** ****Winner of the 2015 800-CEO-READ Business Book Award in Entrepreneurship**** When columnist Paul Downs was approached by The New York Times to write for their "You're the Boss" blog, he had been running his custom furniture business for twenty-four years strong. or mostly strong. Now, in his first book, Downs paints an honest portrait of a real business, with a real boss, a real set of employees, and the real challenges they face. Fresh out of college in 1986, Downs opened his first business, a small company that builds custom furniture. In 1987, he hired his first employee. That's when things got complicated. As his enterprise began to grow, he had to learn about management, cash flow, taxes, and so much more. But despite any obstacles, Downs always remained keenly aware that every small business, no matter the product it makes or the service it provides, starts with people. He writes with tremendous insight about hiring employees, providing motivation to get the best out of them, and the difficult decisions he's made to let some of them go. Downs also looks outward, to his dealings with vendors and to providing each client with exemplary customer service from first sales pitch to final delivery. With honesty and conviction, he tells the true story behind building and sustaining a successful company in an ever-evolving economy, often airing his own failures and shortcomings to reveal the difficulties that arise from being a boss and a businessperson. Countless employees have told the story of their experience with managers--Boss Life tells the other side of that story. Develop more productive habits in dealing with your manager. As a professional in the business world, you care about doing

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your job the right way. The quality of your work matters to you, both as a professional and as a person. The company you work for cares about making money and your boss is evaluated on that basis. Sometimes those goals overlap, but the different priorities mean conflict is inevitable. Take concrete steps to build a relationship with your manager that helps both sides succeed. Guide your manager to treat you as a vital member of the team who should be kept as happy and productive as possible. When your manager insists on a course of action you don't like, most employees feel they have only two options: you can swallow your objections, or you can leave. Neither option gets you what you want, which is for your manager to consider your interests when making decisions. Challenging your boss directly is risky, but if you understand what really matters to your manager, you can build a balanced relationship that works for both sides. Provide timely "good enough" answers that satisfy the immediate need of the boss to move forward. Use a productive solution to the Iterated Prisoner's Dilemma to structure your interactions with management, going along when necessary and pushing back where appropriate, without threatening the loyalty relationship. Send the two most important messages to your boss: "I got this" and "I got your back," to prove your value to the boss and the organization. Analyze your manager's communication preferences so you can express your arguments in a way most likely to be heard and understood. Avoid key traps, like thinking of the boss as your friend or violating the chain of command unnecessarily.

Now Updated and with New Success Tips! The Great Boss Simple Success Formula: Companies Do What the Boss Does Groom 'Em, or Broom 'Em Hire Slow, Fire Fast Don't Be Tired The Rule of the Ds Delegate Down, Down, Down Don't Hire a Dog and Bark Yourself Don't Shoot from the Lip

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Never Be Little, Never Belittle Listen to Phonies, Fools, and Frauds Don't Check Expense Accounts "Quit" Is for Scrabble® It's Okay to Be Quirky Did you ever have a great boss? Everyone should have one, but not enough people do. If you're a boss, or hope to become one, or have a less-than-great boss, then this is the book that could change your career--and your life. In times like these, being a great boss can be harder than ever. If you want surprising and useful advice on how to handle the tough stuff--from having to fire a long-time employee to being a new boss with a demoralized team--the stories, observations, and advice contained in this gem of a book will set your feet in the right direction. And if you just want advice on living up to the legend who preceded you in the job, or even ways to emulate someone who was a great boss to you, Jeffrey Fox has gathered anecdotes from some of the mightiest and most respected bosses in America. The bestselling author who brought you *How to Become CEO* and *How to Become a Rainmaker* knows the territory about which he speaks. Fox is the master of the counterintuitive angle. For every boss who has implied "I know what's best, that's why I'm the boss," Fox counsels, "Listen to Phonies, Fools, and Frauds" and "Don't Check Expense Accounts." His stories from bosses who have cared equally for employees' lives and the bottom line will inspire you to see that profit counts, but so do camaraderie, motivation, and a great place to work. In a time of considerable corporate downsizing, it's more important than ever for bosses to surround themselves with motivated employees. Jeffrey Fox's *How to Become a Great Boss* will have a place on the shelves of top brass everywhere who want to remain leaders of their pack. Now with a new chapter that focuses on what great bosses really do. Dr. Sutton reveals new insights that he's learned since the writing of *Good Boss, Bad Boss*. Sutton adds revelatory thoughts about such legendary bosses as Ed

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Catmull, Steve Jobs, A.G. Lafley, and many more, and how you can implement their techniques. If you are a boss who wants to do great work, what can you do about it? Good Boss, Bad Boss is devoted to answering that question. Stanford Professor Robert Sutton weaves together the best psychological and management research with compelling stories and cases to reveal the mindset and moves of the best (and worst) bosses. This book was inspired by the deluge of emails, research, phone calls, and conversations that Dr. Sutton experienced after publishing his blockbuster bestseller The No Asshole Rule. He realized that most of these stories and studies swirled around a central figure in every workplace: THE BOSS. These heart-breaking, inspiring, and sometimes funny stories taught Sutton that most bosses - and their followers - wanted a lot more than just a jerk-free workplace. They aspired to become (or work for) an all-around great boss, somebody with the skill and grit to inspire superior work, commitment, and dignity among their charges. As Dr. Sutton digs into the nitty-gritty of what the best (and worst) bosses do, a theme runs throughout Good Boss, Bad Boss - which brings together the diverse lessons and is a hallmark of great bosses: They work doggedly to "stay in tune" with how their followers (and superiors, peers, and customers too) react to what they say and do. The best bosses are acutely aware that their success depends on having the self-awareness to control their moods and moves, to accurately interpret their impact on others, and to make adjustments on the fly that continuously spark effort, dignity, and pride among their people.

Managing your boss: Isn't that merely manipulation? Corporate cozying up? Not according to John Gabarro and John Kotter. In this handy guidebook, the authors contend that you manage your boss for a very good reason: to do your best on the job—and thereby benefit not only yourself but also

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your supervisor and your entire company. Your boss depends on you for cooperation, reliability, and honesty. And you depend on him or her for links to the rest of the organization, for setting priorities, and for obtaining critical resources. By managing your boss—clarifying your own and your supervisor's strengths, weaknesses, goals, work styles, and needs—you cultivate a relationship based on mutual respect and understanding. The result? A healthy, productive bond that enables you both to excel. Gabarro and Kotter provide valuable guidelines for building this essential relationship—including strategies for determining how your boss prefers to process information and make decisions, tips for communicating mutual expectations, and tactics for negotiating priorities. Thought provoking and practical, *Managing Your Boss* enables you to lay the groundwork for one of the most crucial working relationships you'll have in your career.

Congratulations. You got the promotion - you're finally THE boss. You've been rewarded for knowing your stuff BUT as a first-time manager, you may not know how to be a good manager. Where do you start? How do you get things done? Bob Selden's always practical book offers seasoned advice to help you make a success of your new role. It is the complete How to for managing and leading. Learn how to best manage your boss, your people and yourself. Packed with handy tips and case studies you'll find yourself referring to this book again and again for practical suggestions on everything, including motivating, delegating, influencing, coaching, managing time, performance appraisals, hiring and firing. When it comes to a woman's day-to-day experience and her career trajectory, one key player has the most significant impact: her boss. If we really want to support women in the workplace, managers must step up. The good news is that many of the things you can do to be a better manager for

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women are easy. In *The Good Boss*, CEO and business consultant Kate Eberle Walker offers timely, tactical advice based on her experience coaching managers, as well as the lessons she learned working her own way up the corporate ladder. Eberle Walker outlines nine straightforward rules that any manager can follow to help the women on their team—whether they oversee one, one hundred, or one thousand employees. You'll learn:

- How to build stronger working relationships by being your authentic self
- How she balances work and family, and what you can do to help
- What to do (and what not to do) when a new mother returns to work
- How to identify and deal with problematic comments and behaviors from her coworkers
- When is the right time to be a tough boss and how to navigate difficult conversations

Eberle Walker also shares insights from CEOs across a range of industries who use creative, forward-thinking methods to support women throughout an entire organization. This guide is for all managers—male and female—who want to avoid common missteps, get great results from their employees, and put them on the path to happy and fulfilling careers.

Build vital connections to accelerate your career success *Managing Up* is your guide to the most valuable 'soft skill' your career has ever seen. It's not about sucking up or brown-nosing; it's about figuring out who you are, who your boss is, and finding where you meet. It's about building real relationships with people who have influence over your career. *Managing up* is good for you, good for your boss, and good for the organization as a whole. This book gives you strategies for developing these all-important connections and building more than

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rapport; you become able to quickly assess situations, and determine which actions will move you forward; you become your own talent manager, and your boss's top choice for that new opportunity. As a skill, managing up can do more for your career than simply 'networking' ever could—and this book shows you how. Real-world strategies give you a set of actionable steps, supplemented by expert advice from a top leadership consultant that helps you get on track to advancement. It's never too early or too late to start adjusting your alignment, and this book provides the help you need to start accelerating your trajectory. Develop robust relationships with influential people Enhance your self-awareness and become more adaptable Gain new opportunities and accelerate your career Stop 'schmoozing' and develop true, lasting connections Managing up helps you build the sort of relationships that foster more communication, collaboration, cooperation, and understanding between people at different levels of power, with a variety of perspectives and skills. This type of bridge-building builds your reputation for effectiveness and fit, so you can start skipping rungs on the ladder as you build a strong, successful career. Managing Up is your personal manual for building this vital skill so you can begin building your best future.

Do you feel you don't have enough time to manage your people? Do you avoid interacting with some

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employees because you hate the dreaded confrontations that often follow? Do you have some great employees you really cannot afford to lose? Do you secretly wish you could be more in control but don't know where to start? Managing people is harder and more high-pressure today than ever before. There's no room for downtime, waste, or inefficiency. You have to do more with less. And employees have become high maintenance. Not only are they more likely to disagree openly and push back, but they also won't work hard for vague promises of long-term rewards. They look to you—their immediate boss—to help them get what they need and want at work. How do you tackle this huge management challenge? If you are like most managers, you take a hands-off approach. You "empower" employees by leaving them alone, unless they really need you. After all, you don't want to "micromanage" them and don't have the time to hold every employee's hand. Of course, problems always come up and often snowball into bigger problems. In fact, you probably spend too much of your time solving problems and falling behind on your work . . . which leaves even less time for managing people . . . which opens the door for even more problems! In *It's Okay to Be the Boss*, Bruce Tulgan puts his finger on the biggest problem in corporate America—an undermanagement epidemic affecting managers at all levels of the organization and in all industries—and

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offers another way. His clear, step-by-step guide to becoming the strong manager employees need challenges bosses everywhere to spell out expectations, tell employees exactly what to do and how to do it, monitor and measure performance constantly, and correct failure quickly and reward success even more quickly. Now that's how you set employees up for success and help them earn what they need. Tulgan opens our eyes to the undisciplined workplace that is overwhelming managers and frustrating workers and invites bosses everywhere to accept the sacred responsibility of managing people. His message: It's okay to be the boss. Be a great one!

Flip Your Script! You've been promoted to leadership—congratulations! But it's nothing like your old job, is it? William Gentry says it's time to flip your script. We all have mental scripts that tell us how the world works. Your old script was all about “me”: standing out as an individual. But as a new leader, you need to flip your script from “me” to “we” and help the group you lead succeed. In this book, Gentry supports and coaches you to flip your script in six key areas. He offers actionable, practical, evidence-based advice and examples drawn from his research, his work with leaders, and his own failures and triumphs of becoming a new leader. Get started flipping your script and become the kind of boss everyone wants to work for.

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You never dreamed being the boss would be so hard. You're caught in a web of conflicting expectations from subordinates, your supervisor, peers, and customers. You're not alone. As Linda Hill and Kent Lineback reveal in *Being the Boss*, becoming an effective manager is a painful, difficult journey. It's trial and error, endless effort, and slowly acquired personal insight. Many managers never complete the journey. At best, they just learn to get by. At worst, they become terrible bosses. This new book explains how to avoid that fate, by mastering three imperatives:

- Manage yourself: Learn that management isn't about getting things done yourself. It's about accomplishing things through others.
- Manage a network: Understand how power and influence work in your organization and build a network of mutually beneficial relationships to navigate your company's complex political environment.
- Manage a team: Forge a high-performing "we" out of all the "I"s who report to you.

Packed with compelling stories and practical guidance, *Being the Boss* is an indispensable guide for not only first-time managers but all managers seeking to master the most daunting challenges of leadership.

A guidebook for those who have vision and drive to take the organization to the next level ... and a boss. Every manager on the move wants to have influence at the top in order to get his or her ideas heard and

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acted upon. In *Lead Your Boss*, John Baldoni gives managers new, as well as tried-and-true, methods for influencing both their bosses and their peers, and giving senior leaders reasons to follow their lead. Featuring instructive stories based on real-life experiences from leaders at all levels, he reveals proven strategies for developing spheres of influence; handling tough issues; asserting oneself diplomatically; putting the team first; persuading up; establishing trust; using organizational politics to everyone's advantage; inspiring others through-out the organization. He gives readers practical, tactical advice on becoming a key player in any organization--Publisher's description.

Get what you need from your boss In this follow-up to the bestselling *It's Okay to Be the Boss*, Bruce Tulgan argues that as managers demand more and more from their employees, they are also providing them with less guidance than ever before. Since the number one factor in employee success is the relationship between employees and their immediate managers, employees need to take greater responsibility for getting the most out of that relationship. Drawing on years of experience training managers and employees, Tulgan reveals the four essential things employees should get from their bosses to guarantee success at work. Shows employees how to ask for what they need to succeed in their high-pressure jobs Shatters

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previously held beliefs about how employees should manage up Outlines what employees must get from their managers: clear expectations; the skills needed to perform their jobs; honest feedback, recognition or rewards A novel approach to managing up, It's Okay to Manage Your Boss is an invaluable resource for employees who want to work more effectively with their managers.

Being the Boss The 3 Imperatives for Becoming a Great Leader Harvard Business Press

“Sexy, suspenseful, and smoking hot!” - NYT Bestselling Author Alyssa Day Finn Conleth leads his team of enforcer dragon shifters with an iron fist and a cold heart. Every dragon seeks his destined mate, but the process to turn the woman he once thought was his killed her and devastated him. He will never risk his heart again. His team is his family now. When his body eventually gives out, he'll leave, living his last days alone. Delaney Hamilton moved across the country to escape the freak fires that plague her. But when another suspicious fire erupts and rapidly escalates around her, her hopes for a new life go up in smoke. She has no choice but to turn to the mysterious men who come to her aid. Finn knows the fire is dragon-caused, which puts Delaney's problems directly in his jurisdiction. No matter how her wounded grey eyes call to every part of him, he refuses to risk her life in the mating process. Until another dragon threatens to claim

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Delaney for his own, and Finn has to sacrifice everything to keep her alive... Each book in the Fire's Edge series is STANDALONE: * The Mate (FREE prequel) * The Boss * The Rookie * The Enforcer * The Protector * The Traitor

If you have a challenge or a problem with your boss then you probably need to 'Manage Up' - and if you do... then this book is for you! The actual process of Managing Up is very simple, and this book will give you a whole host of very real skills, techniques, tools, tips and attitudes to enable you to manage your boss more effectively - and so develop a more harmonious and pleasant working relationship.

Managing Up can mean no more worrying, no more stress, no more sleepless nights, no more feeling undervalued, no more feeling humiliated, no more feeling ignored and definitely no more of those 'Shall I leave?' thoughts. It can also put an end to feelings of frustration and doubt, as well as stopping hurtful comments, sarcasm and even subtle bullying, blatant bullying and aggression. Put simply, by adopting some of the simple & straightforward techniques in this Brilliant Little Book, even the most difficult relationship with the most onerous boss can be transformed. This book is not a heavy intellectual read that will overwhelm you with highbrow terminology and pseudo psychology, but more a simple, highly effective manual that can take the relationship with your boss from difficult to

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delightful...painful to peaceful. Better still it will not take five hours to read and reading it will not give you a headache. It will, however, work! It will assist you with a boss who's really pretty dreadful and makes your life hell - but it also contains strategies and tips that can be invaluable in helping along the relationship with a boss who, all in all, is not too bad, but perhaps could be better, the boss who has one or two bad habits that occasionally frustrate, annoy and hinder your effectiveness and your happiness at work. It's applicable to the male boss, the female boss and the young boss, the old 'set in their ways' boss and the boss who you are certain was not actually born - but was created by the devil. So whatever type of boss you have, and whatever the challenge - this book has the answers!

Shows executives and managers how to be successful by managing their own time, understanding their place in the larger organization, and uniting their employees for a common purpose. If you're like most people, you've had good bosses and bad bosses. Some bosses have inspired you. Others have caused you to scratch your head and think, How did this person get to be in charge? But you might not realize that you have one amazing boss, someone who's capable of incredible accomplishment and legendary leadership, probably the best boss you'll ever have YOU! Yes, you. There will always be bosses, teachers, parents, and others

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to whom you are accountable. All those people will influence and guide you. But only you can choose your ultimate course and I m the Boss of Me will show you how. Jeanne Beliveau-Dunn left childhood behind when she became fatherless at age 12. From this financially unstable starting point, which she calls contrast, Jeanne developed a philosophy of life based on love and meeting life s challenges with resilience and a deep willingness to learn. Now with more than 20 years of executive-level experience in the technology industry and having founded the Internet of Things Talent Consortium, Jeanne shares career-building lessons, strategies, and tactics, interspersed with stories about how she and others have used contrast, courage, resilience, and persistence to propel themselves forward into stellar careers in music, sports, real estate, technology, and many other fields. With a passion for mentoring others, Jeanne offers this guide to developing a self-empowered approach to work, career, and life. The book delivers easy-to-follow instruction on how to Build a Vision-Strategy-Execution plan Develop a personal brand statement Use networking to develop a bench of supporters who will help you bring your career dreams to reality "

In this easily accessible manual, discover a few simple rules to finding success in your career. From an author who climbed to the top of the corporate ladder before reaching age forty, this book takes the

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guesswork out of career success and breaks down what it takes to excel at your job. It covers the basics, like the universal requirements of every workplace—working with other people, making stellar presentations, communicating effectively over email. And it also goes into how to get promoted sooner, impress the people high up on the corporate ladder, and do it all while maintaining your personal life and without working crazy hours. With helpful tips and simple advice, this professional guidebook is just right for someone new to the workplace or for a mid-life career changer.

If your employees brought their "A-Game" to work every day, what would it mean for your company's performance? Studies have repeatedly shown that the majority of employees are disengaged at work. But it doesn't have to be this way. Often, the difference between a group of indifferent employees and a fully engaged team comes down to one simple thing—a great boss. In *How to Be a Great Boss*, Gino Wickman and Rene' Boer present a straightforward, practical approach to help bosses at all levels of an organization get the most from their people. They share time-tested tools that have worked for more than 30,000 bosses in every industry. You can learn to be a great boss—and dramatically improve both your organization's performance and your team's excitement about their work. In this book you will discover: How to surround yourself with great people

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How to make more effective use of your time The difference between leadership and management and why they're equally important The five leadership practices and five management practices of all great bosses How to create accountability How to develop productive, relationships with each of your people How to deal with direct reports that don't meet your expectations How to Be a Great Boss provides practical tools that you can apply immediately with your people, allowing you to focus on improving and growing your organization and truly enjoy what you do.

Who's the Boss is an easily followed course-in-a-book that makes Ron Pace's proven method of dog training accessible to all. Establish a valuable lifetime connection with your dog and feel confident that you can communicate with him in all situations. Your management mentor in book! This is the go-to guide on making good decisions, helping teams work together, dealing with people problems, and achieving goals when you're newly in charge or looking to brush up on your leadership skills. Wait, I'm the Boss?!? is chock-full of useful information, tips, and checklists that can be used by anyone who aspires to become a skilled manager. While it's written with the new manager in mind, it can also serve as a useful refresher for any manager, no matter how experienced he or she may be. With this book in their hands, new managers will always know

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where they are going—no matter where they are. This much-needed, helpful guide explores the fundamental skills that every new manager needs to understand, practice, and master. These fundamental skills include: Building teams and teamwork Creating a fun and effective organizational culture Rewarding and motivating employees Leading organizational change Learning how to hire great employees Coaching and mentoring Delegation Communicating effectively Dealing with layoffs and terminations Whether you're in your first management position, are an experienced leader, or are hoping for a promotion, *Wait, I'm the Boss?!?* will be the mentor you need.

You never dreamed being the boss would be so hard. You're caught in a web of conflicting expectations from subordinates, your supervisor, peers, and customers. You're not alone. As Harvard Business School's Linda Hill and manager and executive Kent Lineback reveal in *Being the Boss*, becoming an effective manager is a painful, difficult journey. It's trial and error, endless effort, and slowly acquired personal insight. Many managers never complete the journey. Often, they just learn to get by. At worst, they become terrible bosses. This essential book, now with a new preface, explains how to avoid that fate, by mastering three imperatives: Manage yourself: Learn that management isn't about getting things done yourself. It's about accomplishing things

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through others. Manage a network: Understand how power and influence work in your organization and build a network of mutually beneficial relationships to navigate your company's complex political environment. Manage a team: Forge a high-performing "we" out of all the "I"s who report to you. Packed with compelling stories and practical guidance, *Being the Boss* is an indispensable guide for not only first-time managers but all managers seeking to master the most daunting challenges of leadership.--

Are you the boss you need to be? You never dreamed being the boss would be so hard. You're caught in a web of conflicting expectations from your subordinates, from those above you, and from your peers and customers. You're not alone. As Harvard Business School's Linda Hill and manager and executive Kent Lineback reveal in *Being the Boss*, becoming an effective manager is a painful, difficult journey. It requires trial and error, endless effort, and slowly acquired personal insight. Many managers never complete the journey and instead just learn how to get by. At worst, they become terrible bosses. This essential book, now with a new preface, explains how to avoid that fate by mastering three imperatives: Manage yourself: Learn that management isn't about doing all the work on your own. It's about leading others to accomplish things with you as their guide. Manage your network:

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Understand how power and influence work in your organization, and build a network of mutually beneficial relationships to navigate your company's complex political environment Manage your team: Create a high-performing "we" out of all the "I's" who report to you. Packed with compelling stories and practical advice, Being the Boss is an indispensable guide not only for first-time managers but for all managers seeking to master the most daunting challenges of leadership.

"Lapin draws on ... real stories from her own career--the good, the bad, and the ugly--to show what it means to be a 'boss' in twelve easy steps ... She first shows how to embrace the 'boss of you' mentality by seizing the power that comes from believing in yourself and expanding your skillset. Then she offers ... advice for how to kill it at as the 'boss at work,' whether you have a high-up role or not. And finally, for those who want to take the plunge as an entrepreneur, she lays out the nuts and bolts of how to be the 'boss of your own business,' from raising money and getting it off the ground to hiring a kickass staff and dealing [with] office drama to turning a profit"

This is a book about gaining influence and becoming a key trusted advisor. It is for everyone who advises leaders and senior managers (accounting, finance, human resources, IT, law, marketing, public relations, security, and strategic planning) and for

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outside consultants in these functional staff areas. It's also for operations people yearning to finally be heard and heeded by their boss.

Female entrepreneurs are a growing force to be reckoned with. Each year, more and more women take the initiative and start their own business ventures—at twice the rate of men. Women continue to reshape the business world with innovative models, both large and small. So why is there a lack of clear-cut, expert advice aimed at this dynamic female audience? In *The Boss of You*, Emira Mears and Lauren Bacon, founders of Raised Eyebrow Web Studios Inc. and co-editors of the well-known webzine Soapboxgirls, set out to answer this question. As intelligent entrepreneurs and straightforward writers, Emira and Lauren offer insight into beginning—and sustaining—small businesses from the female perspective. Peppered with stories from women who have been there, from cautionary tales to success stories, *The Boss of You* provides readers with real advice and career options that will allow them to live their values and achieve their own version of work-life balance. Whether you are an established professional or an entrepreneurial newbie, *The Boss of You* is the definitive guidebook for starting, maintaining, and enjoying your own business.

This updated edition tells you what you need to know about managing in a global environment - dealing

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with social media, managing change, and virtual and remote teams. Congratulations. You got the promotion ? you're finally THE boss. You've been rewarded for knowing your stuff BUT as a first-time manager, you may not know how to be a good manager. Where do you start? How do you get things done? Bob Selden's always practical book offers seasoned advice to help you make a success of your new role.

Managing is hard. Managing for the first time is even harder. A new start-up comes on the scene filled with a team of talented people. The start-up grows, the team expands, and those early joiners all of a sudden are responsible for leading a team. Just a few years prior, these folks were barely able to figure out their own roles in their crazy, ever-changing company. Now, as managers, they are expected—often without any direction or role models—to know how to develop, coach, structure projects, review, and set expectations for a whole bunch of new, incredible people. First-timers want to quickly learn what it takes to be a successful manager—like they learned how to code, how to design, how to sell—and put those learnings into practice. But what does it mean to manage, and how do you teach someone to be a good manager? Enter Rachel Pacheco, an expert at helping start-ups solve their management and culture challenges. Pacheco, a former chief people officer and founding team

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executive at multiple start-ups, conducts research on management and works with CEOs and their managers to build the skills necessary to navigate a rapidly scaling organization. In *Bringing Up the Boss: Practical Lessons for New Managers*, Pacheco shares these skills, along with cutting-edge research, data, anecdotes, how-to exercises, and more, to help overwhelmed employees become expert managers.

Are you sick of working a job you hate for a boss who despises you? Do you want to get paid what your worth...instead of what your company thinks they can get away with? Are you struggling to get up in the morning and praying for a snow day? Or just ready to start enjoying some of that freedom you've heard so much about? Whether you're about to enter the job market for the first time or you've been slaving away for decades - you need to read *Fire Your Boss* - as soon as possible! In this book, you'll learn how to break free of the underpaying labor market and start the journey to financial and emotional freedom. You cannot underestimate the power of controlling your income. Learn how to blast through every roadblock keeping you from starting your own business. From "don't know where to start" to "I'm not good with technology" to "I don't have the confidence" to "I don't have enough time," *Fire Your Boss* sets all those excuses on fire with simple and actionable business models that you can start in

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your spare time to start building up your savings account. What pragmatic and actionable lessons will you learn? Sixteen business models that all cooperate with each otherThe simple technique for turning your voice into an ATM machineThe secret to building a business when you don't have any timeThe foolproof method for getting paid to learnThe most common mistakes even experienced entrepreneurs make and how to avoid them.The singular best way to create an unstoppable passive revenue stream Here's what this book ISN'T: this isn't a list of startups you can slave away for, a guide on how to join the "gig economy," or a plan to get a promotion at work. This is about building consistent and passive revenue streams that can support you when shocks hit the market and the economy turns against you. How will your life improve? Never live in fear of getting fired every againGo to sleep knowing that TOMORROW THERE WILL BE MORE MONEY IN YOUR BANK ACCOUNT THAN TODAYFollow a process that allowed the author to move to a tropical islandChase your dreams without letting stress and fear hold you back Implement these techniques and watch your happiness skyrocket. Follow this amazing journey and take control of your destiny by scrolling up and clicking the BUY NOW button at the top of this page!

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