

## The Personal Mba A World Class Business Education In A Single Volume

The Finance Book will help you think and manage like a financial strategist. Written specifically for non-finance professionals, it will give you all you need to know to manage your business more effectively and think more strategically. It will help you to: Have the confidence to read and interpret financial statements Ask the right questions about financial performance Apply important financial tools and ratios Learn how to think financially and make better strategic financial decisions Covering business finance, accounting fundamentals, budgeting, profitability and cash management, you'll find the tools you need in order to make the best financial decisions for your business. 'Essential reading for any non-finance professional. This is an easy to read and practical guide to the world of finance.' Paul Herman, Group CEO, Bluebox Corporate Finance 'A really helpful, well organised and easy to understand primer and reference book for those who aren't accountants but still need to understand the accounts.' Roger Siddle, Chairman, Cordium Group 'A great book. At last, a guide that demystifies and encourages business owners to practically understand financial matters. A must read.' Gordon Vater CEO, RiiG Limited

The long-anticipated work on Perceptual Control Theory (PCT) by the originator of this system of ideas, written for the general public in nontechnical language. Back cover copy by Richard S. Marken, Senior Behavior Scientist, The RAND Corporation. "Some of the best science is done by people who refuse to take the obvious for granted. Copernicus didn't take the sun's daily trek across the sky for granted, Einstein didn't take the regular tick of time for granted, and William T. Powers didn't take the appearance of behavior for granted...A number of scientists, impressed by the power and beauty of control theory as applied to behavior, have devoted their research efforts to testing and expanding Powers' ideas on living control systems. Obviously, I am one of them. I knew after reading Behavior: the Control of Perception (Powers, 1973) that Powers had something very important to say.

'This is an invaluable guide for any manager looking to apply MBA thinking in the real world. Strongly recommended.' Gordon Seabright, Director of the Eden Project 'Packed with insights, tools, tips, cases and know-how, this easy-to-read book will accelerate your ability to deal with challenging management issues. A must for every manager.' Jessica Pryce-Jones, Joint CEO, iOpener Institute for People and Performance 'This fantastic book will help you to challenge the mental barriers of the status quo.' Peter Meier, CEO, Kuoni Travel Holding Ltd Transform your career and revolutionise how you work with the very best learning from the world's leading business schools. Delivering many of the key benefits of a top-notch business education, without the hefty price tag and big time investment, The Every Day MBA will guide, challenge and inspire you to better results, wherever you are in your career. Use the powerful combination of the best business models with your own experience and awareness to quickly develop the same game-changing thinking, tactical behaviours and dynamic strategies that MBA graduates know really work. Find out what it really takes to be a leader in business and use MBA thinking to take your business knowledge and practice to a brilliant new level – today, tomorrow and every day. The best minds in business—at your service MBA in a Box brings together some of the best brains in business who show how the core curriculum of an MBA program works in the real world. People like Michael Porter, Rosabeth Moss Kanter, Adrian J. Slywotzky, Warren Bennis, and Bill George give you a box full of ideas and tools that can boost your career and help you add value to your organization. For example:

- Why finance is not just about manipulating numbers but of immense importance in sustaining growth, building widespread wealth, and creating jobs.
- The profit zone and how to tell if a business is in one.
- The skill of turning an idea or invention into a product that solves a problem for a market.
- Merging the need of business to produce and grow with the environment so they are both sustained.
- The latest thinking in marketing about branding, pricing, reversing a product's life cycle, and turning what has become a commodity into a specialty.
- And much more.

This book presents trends, developments, and examples of how digital disruption is currently reshaping the logistics industry. Logistics is the invisible force behind the global economy, influencing and providing a lens into all economic activities. Chapters written by respected experts in the field describe how new technologies such as autonomous vehicles, blockchain, Internet of things (IoT), and state-of-the-art freight management solutions are fundamentally changing supply chain solutions. Special emphasis is placed on promising start-ups and venture capital firms around the world that are now investing in the future of logistics.

How did Norwegian mass murderer Anders Breivik get tangled with global clothier Lacoste? How did Mercedes cross paths with the movie 'Slumdog Millionaire'? That's right. Nobody teaches business management like I do. PERIOD. I combine intrigue, fascination and story telling with world class knowledge in a way that crucial business concepts stick in your memory. Hello, my name is Ritesh and I was fortunate to attend the #1 Business School in the World for Marketing. Sticker price: \$200k. In this book, I unleash everything I learned. Read on. I promise to not take myself too seriously. Unlike most boring MBA books out there, this book is fun. Like watching episodes of 'MBA Professors Gone Wild'. Full of day-to-day conversational terms like 'shitty', 'sucks', and 'blows' to keep you entertained and awake. We will cover everything from vision formulation and marketing strategy to product-market fit, pricing, distribution, viral marketing, running digital ads, enterprise sales, and campaign effectiveness using analytics. Once you read this book, you will be able to understand very relevant industry speak used by business professionals. For example: Brand Positioning Statement. And how it is used by companies like Amazon and Coca Cola to design Ads that hook us. In case you were wondering, Brand Positioning Statement is a one-liner that reflects your marketing strategy, along with the brief rationale for choosing that strategy. This book answers the top questions that most professionals face today: What are the secrets of building Winning Businesses that grow vigorously on Minimal Marketing? How do I tune pricing, features, messaging & branding to dramatically improve profitability? How can I fix the business that is failing to sign up customers even though you are spending big money on marketing? All of this with fun filled facts: Chinese armies in the 5th century were setting fire to the enemy camps late at night. Why? And, what fascinating lesson does it give us about formulating corporate mission and strategies? Rock and roll song that failed miserably on debut in 1954 went on to become the second best selling number of all time. How? And, what surprising lesson does it teach us about viral marketing .. see more in Viral Digital Advertising. For just \$20/day people are running Facebook marketing campaigns and using insider tricks to make their Ads go Viral. How are they doing it? Find out in Viral Digital Advertising. Enterprise prospect gone cold? How can you use Facebook/LinkedIn sniper targeting to wake them up? Learn these pro tricks in Mastering Enterprise Sales. Ikea is making one major mistake in outlining their corporate vision. What is that mistake? Read more inside in Visionary Marketing. Master everything I am going to teach you here. Then, apply these kick-butt

skills in your personal life and business. You will be able to make a huge difference. Rich rewards await. I wrote this book for people like us and I cannot wait to see what you will do with it. - Ritesh

Learn an entire MBA course without spending thousands and waving goodbye to two years of your life. If you want to succeed in business then an MBA programme is the best way to build expertise, knowledge and experience. But an MBA programme at any top school is an enormous investment in time, effort and money. In *The Visual MBA*, Jason Barron offers a radical solution, explaining all key business school concepts through illustrations. When Barron started his MBA course, he decided to draw all his notes so that other people could benefit from them. And it's a good thing he did, because research shows that more than 65% of us are visual learners and that our brains process illustrations 60,000 times faster than text. From Marketing, Ethics and Accounting to Organisational Behaviour, Finance, Operations and Strategy, *The Visual MBA* distils the most important principles of an MBA into an accessible, informative and easily-digestible guide. Jason Barron is a product manager and illustrator who helps people realise their creative ideas through visual learning. He spent 516 hours in class and countless hours studying at home completing his MBA. Along the way, rather than taking notes that he would never read again, Jason created sketchnotes for each class and has turned them into an interesting and engaging resource so that you don't have to sit through another class again!

*Reading Notes To Myself* is one of those rare experiences that comes only once in a great while. The editor who discovered the book said, "When I first read Prather's manuscript it was late at night and I was tired, but by the time I finished it, I felt rested and alive. Since then I've reread it many times and it says even more to me now." The book serves as a beginning for the reader's exploration of his or her own life and as a treasury of thoughtful and insightful reminders.

How we "think" about money is very different from how we "feel" about it. While separating the two on paper is easy, sticking to budgets, having financial conversations, calculating risk & reward, following investment plans, and preserving wealth is often challenging. This is why personal finance is so hard and making money decisions so tough. *What My MBA Did Not Teach Me About Money* gives real and practical strategies to work around: Money beliefs Hiccups in finance Navigating stock markets Overcoming our own biases Navigating our vulnerabilities in those special situations when we are most likely to make money mistakes Each of the strategies presented in the book is derived from practical experiences of the authors' own lives and from advising their clients. This book is about bridging the gap between the "feeling" human perspective and the "thinking" financial perspective of money.

Are you an academic, author, or blogger or anyone else who wants to make writing a breeze? The Zettelkasten method is the perfect way to harness the power of technology to remember what you read and boost creativity. Invented in the 16th century, and practiced to its fullest extent by a German sociologist who wrote more than seventy books and hundreds of articles, the Zettelkasten method is exploding in popularity. Writers of all types are discovering that digital tools make the method more powerful than ever, turning your digital life into an "external brain," or "bicycle for the mind." In *Digital Zettelkasten: Principles, Methods, & Examples*, blogger and nonfiction author David Kadavy shares a first-principles approach on how to adapt the Zettelkasten method to simple digital tools of your choice. How to structure your Zettelkasten? Kadavy borrows an element of the Getting Things Done framework to make sure nothing you want to read falls through the cracks. Naming convention pros/cons. Should you adopt the classic "Folgezettel" technique, or do digital tools make it irrelevant for your workflow? Reading workflow. The exact steps to follow to turn what you read into detailed notes you can mix and match to produce writing. Staying comfortable. Build a workflow to maintain your Zettelkasten without being chained to your computer. Examples, examples, examples. See real examples of notes that illustrate concepts, so you can build a Zettelkasten that fits your workflow and tools. *Digital Zettelkasten: Principles, Methods, & Examples* is short, to the point, with no fluff, so it won't keep you from what you want – to build your Zettelkasten!

Sharing the essentials of sales, marketing, negotiation, strategy, and much more, the creator of PersonalMBA.com shows readers how to master the fundamentals, hone their business instincts, and save a fortune in tuition.

The must-read summary of Josh Kaufman's book: "The Personal MBA: A World-Class Business Education in a Single Volume". This complete summary of the ideas from Josh Kaufman's book reveals the author's belief that an MBA is not worth your time and money, and you would be far better off educating yourself in business by taking advantage of the thousands of business books that are published worldwide every year. Josh Kaufman believes that in order to get well-educated for a career in business, all you need to do is take charge of your own business education. This summary demonstrates the eleven topics that you need to learn, how you can get a solid knowledge base of each and why you should go out and get hands-on learning experience to find out what works. Added-value of this summary: • Save time • Understand key concepts • Expand your business knowledge To learn more, read "The Personal MBA" and discover why you should skip business school and teach yourself.

"Required reading for professionals—and aspiring professionals—of all levels." —Shirley Ann Jackson, President of Rensselaer Polytechnic Institute and Former Chairman of U.S. Nuclear Regulatory Commission Robert C. Pozen, one of the business world's most successful—and productive—executives, reveals the surprising secrets to workplace productivity and high performance. It's far too easy for working professionals to become overwhelmed by a pile of time-sensitive projects, a backlog of emails, and endless meetings. In order to be truly productive, they must make a critical shift in mindset from hours worked to results produced. With *Extreme Productivity*, Pozen explains how individuals can maximize their time and energy by determining and focusing on their highest priorities. He also provides a toolkit of practical tips and techniques to help professionals at all stages of their careers maximize their time at work. This essential handbook empowers every person with proven methods for prioritizing their time to achieve high-impact results and refine their career goals for long-term success, all while leading a full and meaningful personal life as well.

\*\* ACCORDING TO BUSINESS INSIDER: "Getting your MBA has never been easier. Haroun is one of the highest rated professors on Udemy, so you can expect to be in good hands through the course of your education." \*\* This is the book version of the popular Udemy.com course called "An Entire MBA in 1 Course." From the Author of "101 Crucial Lessons They Don't Teach You in Business School," which Forbes magazine calls "1 of 6 books that all entrepreneurs need to read right now." This book will teach you everything you need to know about business...from starting a company to taking it public. Most business books are significantly outdated. This book leverages many online resources and makes the general business, accounting and finance process very easy to understand (and enjoyable too)! There are many incredibly engaging and entertaining video links in the book to YouTube and other sources; 'edutainment' works! Although this book is close to 400 pages, I tried to visualize the content of this book as much as possible as this is a more impactful and enjoyable way to learn (think Pinterest versus the tiny words in the Economist)! The contents of this book are all based on my work experience at several firms, including Goldman Sachs, the consulting industry at Accenture, a few companies I have started, the hedge fund industry where I worked at Citadel and most recently, based on my experience at a prominent San Francisco based venture capital firm. I also included many helpful practical business concepts I learned while I did an MBA at Columbia University and a Bachelor of Commerce degree at McGill University. Think of this book as a "greatest hits" business summary from my MBA, undergraduate business degree, work experience in consulting, equities, hedge funds, venture capital and starting my own companies. As the title of this book suggests, this is an entire MBA in one book; it's also a practical manual to help you accomplish your business career goals. I have minimized "boring theoretical concepts" in this book in order to keep it as close to reality as possible. I hope you enjoy it! In addition to teaching at 4 universities in the San Francisco Bay Area, you can find other courses that I teach online at [www.udemy.com/user/chris-haroun/](http://www.udemy.com/user/chris-haroun/).

The founders of the Jack Welch Management Institute, a fully accredited online MBA program, present a guide to overcoming modern business challenges, with recommendations for creating effective strategies, leading others, and building a thriving career.

Explains what business numbers mean and why they matter, and addresses issues that have become more important in recent years, including questions about the financial crisis and accounting literacy.

In the years after World War I, the defeated and much-reduced German Army developed new clothing and personal equipment that drew upon the lessons learned in the trenches. In place of the wide variety of uniforms and insignia that had been worn by the Imperial German Army, a standardized approach was followed, culminating in the uniform items introduced in the 1930s as the Nazi Party came to shape every aspect of German national life. The outbreak of war in 1939 prompted further adaptations and simplifications of uniforms and insignia, while the increasing use of camouflaged items and the accelerated pace of weapons development led to the appearance of new clothing and personal equipment. Medals and awards increased in number as the war went on, with grades being added for existing awards and new decorations introduced to reflect battlefield feats. Specialists such as mountain troops, tank crews and combat engineers were issued distinctive uniform items and kit, while the ever-expanding variety of fronts on which the German Army fought – from the North African desert to the Russian steppe – prompted the rapid development of clothing and equipment for different climates and conditions. In addition, severe shortages of raw materials and the demands of clothing and equipping an army that numbered in the millions forced the simplification of many items and the increasing use of substitute materials in their manufacture. In this fully illustrated book noted authority Dr Stephen Bull examines the German Army's wide range of uniforms, personal equipment, weapons, medals and awards, and offers a comprehensive guide to the transformation that the German Army soldier underwent in the period from September 1939 to May 1945.

The acclaimed bestseller about visual problem solving-now bigger and better "There is no more powerful way to prove that we know something well than to draw a simple picture of it. And there is no more powerful way to see hidden solutions than to pick up a pen and draw out the pieces of our problem." So writes Dan Roam in *The Back of the Napkin*, the international bestseller that proves that a simple drawing on a humble napkin can be more powerful than the slickest PowerPoint presentation. Drawing on twenty years of experience and the latest discoveries in vision science, Roam teaches readers how to clarify any problem or sell any idea using a simple set of tools. He reveals that everyone is born with a talent for visual thinking, even those who swear they can't draw. And he shows how thinking with pictures can help you discover and develop new ideas, solve problems in unexpected ways, and dramatically improve your ability to share your insights. Take Herb Kelleher and Rollin King, who figured out how to beat the traditional hub-and-spoke airlines with a bar napkin and a pen. Three dots to represent Dallas, Houston, and San Antonio. Three arrows to show direct flights. Problem solved, and the picture made it easy to sell Southwest Airlines to investors and customers. Now with more color, bigger pictures, and additional content, this new edition does an even better job of helping you literally see the world in a new way. Join the teachers, project managers, doctors, engineers, assembly-line workers, pilots, football coaches, marine drill instructors, financial analysts, students, parents, and lawyers who have discovered the power of solving problems with pictures.

In *The Partnership Charter*, psychologist and business mediation expert David Gage offers a comprehensive guide to the art of establishing and maintaining a business partnership. The centerpiece of his approach is the Partnership Charter, a document that clearly outlines the goals, expectations, responsibilities, and relationships of the principals. The charter identifies potential sources of conflict and how they will be resolved, while addressing such sensitive issues as personal styles, values, money, and power. Illustrating every principle through engaging stories drawn from Gage's front-line experience consulting to business partners, as well as interviews with the founding partners of

such successful businesses as Progressive Insurance Company and Manpower, Inc., The Partnership Charter dispels common myths and presents a practical framework for launching, building, and sustaining a thriving business partnership.

Want to get an MBA? The Complete MBA For Dummies, 2nd Edition, is the practical, plain-English guide that covers all the basics of a top-notch MBA program, helping you to navigate today's most innovative business strategies. From management to entrepreneurship to strategic planning, you'll understand the hottest trends and get the latest techniques for motivating employees, building global partnerships, managing risk, and manufacturing. This fun, easy-to-access guide is full of useful information, tips, and checklists that will help you lead, manage, or participate in any business at a high level of competence. You'll find out how to use databases to your advantage, recognize and reward your employees, analyze financial statements, and understand the challenges of strategic planning in a global business environment. You'll also learn the basic principals of accounting, get a grip on the concepts behind stocks and bonds, and find out how technology has revolutionized everything from manufacturing to marketing. Discover how to: Know and respond to your customers' needs Handle budgets and forecasts Recruit and retain top people Establish and run employee teams Use Sarbanes-Oxley to your company's advantage Negotiate with the best of them Build long-term relationships with clients Avoid common managerial mistakes Improve cash flow Market your products and services Make the most of your advertising dollar Once you know what an MBA knows, the sky's the limit. Read The Complete MBA For Dummies, 2nd Edition, and watch your career take off!

Stealing the Corner Office is mandatory reading for smart, hardworking managers who always wonder why their seemingly incompetent superiors are so successful. It is a unique collection of controversial but highly effective tactics for middle managers and aspiring executives who want to learn the real secrets for moving up the corporate ladder. Unlike virtually all other business books—which are based on the assumption that corporations are logical and fair—Stealing the Corner Office explores the unconventional tactics people less competent than you use to get ahead and stay ahead. It is your proven playbook to thrive and win in an imperfect corporate world. Stealing the Corner Office will teach you: How incompetent people so often get ahead, and what you can learn from them. How to make universally flawed corporate policies work in your favor. Why showing too much passion for your ideas can be career suicide. Why delivering results should never be your highest priority. These and many more controversial tactics will change the way you look at your career and how you manage projects, people, and priorities. Apply the 10 principles in Stealing the Corner Office and watch your career take off!

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

Thinking Statistically is the "sharp little book" that shows you how to think like a statistician, without worrying about formal statistical techniques. Along the way we learn how selection bias can explain why your boss doesn't know he sucks (even when everyone else does); how to use Bayes' Theorem to decide if your partner is cheating on you; and why Mark Zuckerberg should never be used as an example for anything. See the world in a whole new light, and make better decisions and judgements without ever going near a t-test. Think. Think Statistically.

Despite promises of "fast and easy" results from slick marketers, real personal growth is neither fast nor easy. The truth is that hard work, courage, and self-discipline are required to achieve meaningful results—results that are not attained by those who cling to the fantasy of achievement without effort. Personal Development for Smart People reveals the unvarnished truth about what it takes to consciously grow as a human being. As you read, you'll learn the seven universal principles behind all successful growth efforts (truth, love, power, oneness, authority, courage, and intelligence); as well as practical, insightful methods for improving your health, relationships, career, finances, and more. You'll see how to become the conscious creator of your life instead of feeling hopelessly adrift, enjoy a fulfilling career that honors your unique self-expression, attract empowering relationships with loving, compatible partners, wake up early feeling motivated, energized, and enthusiastic, achieve inspiring goals with disciplined daily habits and much more! With its refreshingly honest yet highly motivating style, this fascinating book will help you courageously explore, creatively express, and consciously embrace your extraordinary human journey.

Mega-bestselling author Ken Blanchard and celebrated business leaders Don Hutson and Ethan Willis present an inspiring story that reveals the secrets to becoming a successful entrepreneur. In THE ONE MINUTE ENTREPRENEUR, Ken Blanchard (coauthor of the #1 bestselling business classic The One Minute Manager), Don Hutson, CEO of U.S. Learning, and

Ethan Willis, CEO of Prosper Learning, tell the inspiring story of one man's challenges in creating his own business. Through a powerful and engaging narrative, we confront many of the typical problems all entrepreneurs face in starting up their business, from finding new sources of revenue to securing the commitment of their people and the loyalty of their customers. More important, we learn the secrets to becoming a successful entrepreneur, including how to build a firm foundation, how to ensure a steady cash flow, and how to create legendary service. In addition, the book offers invaluable advice, delivered through One Minute Insights, from such entrepreneurs and thinkers as Sheldon Bowles, Peter Drucker, Michael Gerber, and Charlie "Tremendous" Jones. Today, in the midst of the largest entrepreneurial surge in U.S. history, four out of five small businesses continue to fail. THE ONE MINUTE ENTREPRENEUR offers businesspeople and would-be entrepreneurs a treasure trove of wisdom on how to think, act, and succeed in creating and sustaining a business, no matter what their industry.

Has your company struggled to roll EOS out to all levels of your organization? Do your employees understand why EOS is important or even what it is? What the Heck is EOS? is for the millions of employees in companies running their businesses on EOS (Entrepreneurial Operating System). An easy and fast read, this book answers the questions many employees have about EOS and their company: • What is an operating system? • What is EOS and why is my company using it? • What are the EOS foundational tools and how do they impact me? • What's in it for me? Designed to engage employees in the EOS process and tools, What the Heck is EOS? uses simple, straightforward language and provides questions about each tool for managers and employees to discuss creating more ownership and buy-in at the staff level. After reading this book, employees will not only have a better understanding of EOS but they will be more engaged, taking an active role in helping achieve your company's vision.

You can follow the beaten path and call yourself an entrepreneur or you can blaze your own trail and really be one. When Derek Sivers started CD Baby, he wasn't planning on building a major business. He was a successful independent musician who just wanted to sell his CDs online. When no one would help him do it, he set out on his own and built an online store from scratch. He started in 1998 by helping his friends sell their CDs. In 2000, he hired his first employee. Eight years later, he sold CD Baby for \$22 million. Sivers didn't need a business plan, and neither do you. You don't need to think big; in fact, it's better if you don't. Start with what you have, care about your customers more than yourself, and run your business like you don't need the money.

When Hugh MacLeod was a struggling young copywriter, living in a YMCA, he started to doodle on the backs of business cards while sitting at a bar. Those cartoons eventually led to a popular blog - gapingvoid.com - and a reputation for pithy insight and humor, in both words and pictures. MacLeod has opinions on everything from marketing to the meaning of life, but one of his main subjects is creativity. How do new ideas emerge in a cynical, risk-averse world? Where does inspiration come from? What does it take to make a living as a creative person? Now his first book, Ignore Everyone, expands on his sharpest insights, wittiest cartoons, and most useful advice. A sample: \*Selling out is harder than it looks. Diluting your product to make it more commercial will just make people like it less. \*If your plan depends on you suddenly being "discovered" by some big shot, your plan will probably fail. Nobody suddenly discovers anything. Things are made slowly and in pain. \*Don't try to stand out from the crowd; avoid crowds altogether. There's no point trying to do the same thing as 250,000 other young hopefuls, waiting for a miracle. All existing business models are wrong. Find a new one. \*The idea doesn't have to be big. It just has to be yours. The sovereignty you have over your work will inspire far more people than the actual content ever will. After learning MacLeod's 40 keys to creativity, you will be ready to unlock your own brilliance and unleash it on the world.

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In The First 20 Hours, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches: Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, The First 20 Hours will help you pick up the basics of any skill in record time . . . and have more fun along the way.

This business classic features straight-talking advice you'll never hear in school. Featuring a new foreword by Ariel Emanuel and Patrick Whitesell Mark H. McCormack, one of the most successful entrepreneurs in American business, is widely credited as the founder of the modern-day sports marketing industry. On a handshake with Arnold Palmer and less than a thousand dollars, he started International Management Group and, over a four-decade period, built the company into a multimillion-dollar enterprise with offices in more than forty countries. To this day, McCormack's business classic remains a must-read for executives and managers at every level. Relating his proven method of "applied people sense" in key chapters on sales, negotiation, reading others and yourself, and executive time management, McCormack presents powerful real-world guidance on • the secret life of a deal • management philosophies that don't work (and one that does) • the key to running a meeting—and how to attend one • the positive use of negative reinforcement • proven ways to observe aggressively and take the edge • and much more Praise for What They Don't Teach You at Harvard Business School "Incisive, intelligent, and witty, What They Don't Teach You at Harvard Business School is a sure winner—like the

author himself. Reading it has taught me a lot.”—Rupert Murdoch, executive chairman, News Corp, chairman and CEO, 21st Century Fox “Clear, concise, and informative . . . Like a good mentor, this book will be a valuable aid throughout your business career.”—Herbert J. Siegel, chairman, Chris-Craft Industries, Inc. “Mark McCormack describes the approach I have personally seen him adopt, which has not only contributed to the growth of his business, but mine as well.”—Arnold Palmer “There have been what we love to call dynasties in every sport. IMG has been different. What this one brilliant man, Mark McCormack, created is the only dynasty ever over all sport.”—Frank Deford, senior contributing writer, Sports Illustrated

The 10th anniversary edition of the bestselling foundational business training manual for ambitious readers, featuring new concepts and mental models: updated, expanded, and revised. Many people assume they need to attend business school to learn how to build a successful business or advance in their career. That's not true. The vast majority of modern business practice requires little more than common sense, simple arithmetic, and knowledge of a few very important ideas and principles. The Personal MBA 10th Anniversary Edition provides a clear overview of the essentials of every major business topic: entrepreneurship, product development, marketing, sales, negotiation, accounting, finance, productivity, communication, psychology, leadership, systems design, analysis, and operations management...all in one comprehensive volume. Inside you'll learn concepts such as: The 5 Parts of Every Business: You can understand and improve any business, large or small, by focusing on five fundamental topics. The 12 Forms of Value: Products and services are only two of the twelve ways you can create value for your customers. 4 Methods to Increase Revenue: There are only four ways for a business to bring in more money. Do you know what they are? Business degrees are often a poor investment, but business skills are always useful, no matter how you acquire them. The Personal MBA will help you do great work, make good decisions, and take full advantage of your skills, abilities, and available opportunities--no matter what you do (or would like to do) for a living.

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Steven Silbiger has distilled the material of the ten most popular business schools in order to teach readers the language of business. At the rate of one easy-to-understand chapter a day, this book will enable readers to absorb the material, speak the language, and, most importantly, acquire the confidence and expertise needed to get ahead in the competitive business world.

Jason Barron spent 516 hours in class, completed mountains of homework and shelled out tens of thousands of dollars to complete his MBA at the BYU Marriott School of Business. Along the way, rather than taking boring notes that he would never read (nor use) again, Jason created sketch notes for each class—visually capturing the essential points of his education—and providing an engaging and invaluable resource. Once finished with his MBA, Jason launched a widely successful Kickstarter campaign distilling these same notes into a self-published book to help aspiring business leaders of all backgrounds and income levels understand the critical concepts one learns in business school. Whether you are thinking about applying to business school, are currently in college studying business, or have always wondered what is taught in an MBA program, this highly entertaining and visual book is for you.

Ben Casnocha discovered he was entrepreneur at age 12 and hasn't slowed down since. In this remarkably instructive book, Ben dissects the entrepreneurship "gene," explaining that everyone has inherited it if they have an idea to make the world a better place. In Casnocha's case, he found a better way for city governments to communicate with constituents on the Web. Six years later, Comcate has dozens of municipal clients, a growing staff, and a record of excellence. This book is the story of his start-up, but also a conversation with his mentors, clients and fellow entrepreneurs about how to make a business idea work?and how to have the time of your life trying. From Pat Lencioni to Marc Benioff of salesforce.com, Ben has won over the best and brightest of the business world?now it's your turn!

'For anyone thinking of doing an MBA, or indeed anyone who wants to understand how the corporate elite are moulded, this is a must read' Luke Johnson, British entrepreneur The internationally best-selling business classic that reveals what it's really like to study an MBA at one of the most prestigious institutions in the world. Philip Delves Broughton quit his position as New York correspondent for The Daily Telegraph to take his place on one of the most-coveted and exclusive courses in the world - an MBA at Harvard Business School - to acquire the wisdom reserved for the world's global elite. And what he learns is truly jaw-dropping. From his first class to graduation - encompassing the guest lectures, the Apprentice-style tasks, the booze-luge, the burnouts and the high flyers - Delves Broughton divulges the advice, wisdom and folly he found whilst studying at the most prestigious business school in the world. 'Anyone considering enrolling will find this an insightful portrait of Harvard Business School life' Economist 'Very funny. An excellent book' Wall Street Journal

The Effective Manager is a hands-on practical guide to great management at every level. Written by the man behind Manager Tools, the world's number-one business podcast, this book

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