

The Personal Mba Master Art Of Business Josh Kaufman

Bit Literacy Mark Hurst 2007 More than a quick fix or another "how-to" guide, the book offers an entirely new way of attaining productivity that users at any level of expertise can put into action right away. This is "bit literacy," a method for working more productively in the digital age, with less stress.

[The First 20 Hours](#) Josh Kaufman 2014-05-27 What if it's possible to learn the basics of any new skill in 20 hours or less? Research suggests it takes 10,000 hours to master a new skill, and the earliest hours are always the most frustrating. That's why it's so difficult to learn a new language, play an instrument, hit a golf ball, or shoot great photos. Josh Kaufman offers a better way. His systematic approach to rapid skill acquisition 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 can pick up the basics in record time... and have more fun along the way.

Turning Numbers Into Knowledge Jon Koomey 2008 "Mastering the art of problem solving takes more than proficiency with basic calculations; it requires understanding how people use information, recognizing the importance of ideology, learning the art of storytelling, and acknowledging the important distinction between facts and values. Intended for professors, managers, entrepreneurs, and students, this guide addresses these and other essential skills. With clear prose, quotations, and exercises for solving problems in the real world, this book serves as an ideal training manual for those who are new to or intimidated by quantitative analysis and an excellent refresher for those who have more experience but want to improve the quality of their data, the clarity of their graphics, and the cogency of their arguments." -- Publisher's description.

The First 20 Hours Josh Kaufman 2013-06-13 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.

Ten-day MBA, The, Rev. Steven Silbiger 1999-10-20 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.

The Leader in You Dale Carnegie 2020-03-16 The book focuses on identifying your own leadership strengths to get success. Leadership is never easy. But thankful, something else is also true. Everyone of us has the potential to be a leader every day. Many people still have a narrow understanding of what leadership really is. But the fact of the matter is that leadership doesn't begin and end at the very top. It is every bit as important, perhaps more important, in the place most of us live and work. The leadership techniques that will work best for you are the ones you nurture inside. The best selling book on Human relations.

HBR's 10 Must Reads on Managing Yourself (with bonus article "How Will You Measure Your Life?" by Clayton M. Christensen) Harvard Business Review 2011-01-03 The path to your professional success starts with a critical look in the mirror. If you read nothing else on managing yourself, read these 10 articles (plus the bonus article "How Will You Measure Your Life?" by Clayton M. Christensen). We've combed through hundreds of Harvard Business Review articles to select the most important ones to help you maximize yourself. HBR's 10 Must Reads on Managing Yourself will inspire you to: Stay engaged throughout your 50+-year work life Tap into your deepest values Solicit candid feedback Replenish physical and mental energy Balance work, home, community, and self Spread positive energy throughout your organization Rebound from tough times Decrease distractibility and frenzy Delegate and develop employees' initiative This collection of best-selling articles includes: bonus article "How Will You Measure Your Life?" by Clayton M. Christensen, "Managing Oneself," "Management Time: Who's Got the Monkey?" "How Resilience Works," "Manage Your Energy, Not Your Time," "Overloaded Circuits: Why Smart People Underperform," "Be a Better Leader, Have a Richer Life," "Reclaim Your Job," "Moments of Greatness: Entering the Fundamental State of Leadership," "What to Ask the Person in the Mirror," and "Primal Leadership: The Hidden Driver of Great Performance."

[Thinking, Fast and Slow... in 30 Minutes](#) 30 Minute Expert Summary Staff 2012-12-01 Decisions: You make hundreds every day, but do you really know how they are made? When can you trust fast, intuitive judgment, and when is it biased? How can you transform your thinking to help avoid overconfidence and become a better decision maker? *Thinking, Fast and Slow ...in 30 Minutes* is the essential guide to quickly understanding the fundamental components of decision making outlined in Daniel Kahneman's bestselling book, *Thinking, Fast and Slow*. Understand the key ideas behind *Thinking, Fast and Slow* in a fraction of the time: Concise chapter-by-chapter synopses Essential insights and takeaways highlighted Illustrative case studies demonstrate Kahneman's groundbreaking research in behavioral economics In *Thinking, Fast and Slow*, Daniel Kahneman, best-selling author and recipient of the Nobel Prize in Economics, has compiled his many years of groundbreaking research to offer practical knowledge and insights into how people's minds make decisions. Challenging the standard model of judgment, Kahneman aims to enhance the everyday language about thinking to more accurately discuss, diagnose, and reduce poor judgment. Thought, Kahneman explains, has two distinct systems: the fast and intuitive System 1, and the slow and effortful System 2. Intuitive decision making is often effective, but in *Thinking, Fast and Slow* Kahneman highlights situations in which it is unreliable-when decisions require predicting the future and assessing risks. Presenting a framework for how these two systems impact the mind, *Thinking, Fast and Slow* reveals the far-reaching impact of cognitive biases-from creating public policy to playing the stock market to increasing personal happiness-and provides tools for applying behavioral economics toward better decision making. A 30 Minute Expert Summary of *Thinking, Fast and Slow* Designed for those whose desire to learn exceeds the time they have available, the *Thinking, Fast and Slow* expert summary helps readers quickly and easily become experts ...in 30 minutes.

The Hockey Stick Principles Bobby Martin 2016-05-24 What if every successful start-up followed a predictable pattern, and by knowing that pattern ahead of time, you could be more successful? In *The Hockey Stick Principles*, business consultant Bobby Martin shares his study of more than 100 new businesses, from Lending Tree to Under Armour to iContact, to show that every one of them has had a "hockey stick" growth history, starting with a tinkering period, moving through the daunting "blade years" before finally making it to the crucial inflection point that precedes surging growth. In this simple but incredibly helpful book, Martin takes us through each of those four stages of the hockey stick pattern, giving us a

road map that will help any entrepreneur navigate the inevitable ups and downs of their business's early years.

How to Be Rich J. Paul Getty 1986-09-01 Learn J. Paul Getty's secrets on making money and getting rich in this "excellent How To book from a \$\$\$ and sense man" (Kirkus Reviews). There are plenty of books on making money by men who haven't made much. But if J. Paul Getty, who Fortune magazine called "the richest man in the world," doesn't know how, who does? Here the billionaire businessman discloses the secrets of his success—and provides a blueprint for those who want to follow in his footsteps. And he goes beyond the matter of making money to the question of what to do with it. "Getty says it: 'You can be rich.'"—New York Herald Tribune "Aimed at the rising young business executive."—Albany Times-Union

The Sales Bible Jeffrey Gitomer 2003

The Strategy Book ePub eBook Max Mckeown 2013-07-31 Thinking strategically is what separates managers and leaders. Learn the fundamentals about how to create winning strategy and lead your team to deliver it. From understanding what strategy can do for you, through to creating a strategy and engaging others with strategy, this book offers practical guidance and expert tips. It is peppered with punchy, memorable examples from real leaders winning (and losing) with real world strategies. It can be read as a whole or you can dip into the easy-to-read, bite-size sections as and when you need to deal with a particular issue. The structure has been specially designed to make sections quick and easy to use – you'll find yourself referring back to them again and again.

Blue Ocean Strategy, Expanded Edition W. Chan Kim 2015-01-20 Argues against common competitive practices while outlining recommendations based on the creation of untapped market spaces with growth potential.

Growth Reinvented Mika Ruokonen 2020-12-03 There are three types of companies in the world: Companies that don't yet benefit from data and AI Companies that use data and AI for internal purposes only Companies that harness data and AI as an asset for competitive global growth Where does your business belong? In *Growth Reinvented*, business innovation expert Mika Ruokonen takes a deep dive into the rich new landscape of data and AI-enabled business models. Building on a framework of dozens of original case studies and company examples, *Growth Reinvented* teaches ambitious business leaders how to extract value from data and AI as a conduit for systemic change. Like the steam engine or electricity, data and AI are general-purpose technologies with the potential for powerful and disruptive growth. But current literature on the topic is limited to examining benefits contained within a company's existing products or services, with an emphasis on theory rather than pragmatic detail. *Growth Reinvented* raises the bar with a concrete and easy-to-use playbook of business model options that leaders can start applying to their data and AI operations. Backed by real-life examples, these models demonstrate options for generating fresh revenue and product/service pathways, including those that open the door to a radically new type of business or industry sector. In a climate of rapidly evolving technologies and fierce global competition, companies must continually interrogate their ability to stay relevant in target markets. *Growth Reinvented* shows how to do exactly that, with a series of impact-focused and progressive strategies. Get ahead of the competition, understand the challenges and start transforming your data and AI into new, profitable and futureproof business models today. How can *Growth Reinvented* add value to your business? Build general understanding and awareness *Growth Reinvented* offers a cohesive, easy-to-follow summary of existing information around data and AI-enabled business models. It brings technology and business thinking together to serve as a synthesis for you to review and apply in real life. Extra online resources are also available for those who want to expand their learning. Deliver financial results and create a competitive edge *Growth Reinvented* shows how to generate new information using data and AI-enabled business models. For instance, you can learn how to implement models in practice to drive scalable revenue channels and competitive advantage. Avoid common pitfalls and steer towards success: Using clear and detailed case studies, *Growth Reinvented* highlights the current opportunities and challenges that companies face around data, analytics, machine learning and AI commercialisation. Who is *Growth Reinvented* for? Business leaders: build a thorough understanding of the growth opportunities behind different kinds of data and AI-enabled business models. R&D professionals: understand the business potential of your data and AI inventions, to work in harmony with corporate decision-makers. Venture capitalists or financial analysts: decide whether to invest in a company that strives to harness data and AI commercially. Students or recent graduates: kickstart your career in data and AI, dotting the line between key technology and business decisions. Policy makers: Understand the business potential of data and AI so that you can create relevant governmental support programmes.

The Personal MBA 10th Anniversary Edition Josh Kaufman 2020-09-01 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.

Self-Directed Behavior David L. Watson 2013-01-16 Achieve your life goals with SELF-DIRECTED BEHAVIOR, International Edition! Featuring numerous research-based strategies, this psychology book guides you through exercises for developing skills in self-analysis and teaches you how to apply these skills in different settings. Case examples demonstrate how others have successfully used the book's techniques, including one individual who used shaping to gradually increase her ability to study, and another who learned to be more sure of himself on dates by consciously modeling a friend's confident behavior.

The Personal MBA Josh Kaufman 2012 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.

Power of Discipline Brian Tracy 2009-01-01 Have you ever wished you were doing more with your life? *The Power of Discipline* by Brian Tracy illustrates how discipline alone can be the difference between winning and losing, between greatness and mediocrity. The real key to this book, however, is how it ties the power of discipline to 7 critical areas of your life, which are: goals, time management, personal health, responsibility, character, courage, and finances.

How Finance Works Mihir Desai 2019-04-02 Based on a popular class taught by a Harvard Business School professor. If you're not a numbers person, then finance can be intimidating and easy to ignore. But if you want to advance in your career, you'll need to make smart financial decisions and develop the confidence to clearly communicate those decisions to others. In *How Finance Works*, Mihir Desai--a professor at Harvard Business School and author of *The Wisdom of Finance*--guides you into the complex but endlessly fascinating world of finance, demystifying it in the process. Through entertaining case studies, interactive exercises, full-color visuals, and a conversational style that belies the topic, Professor Desai tackles a broad range of topics that will give you the knowledge and skills you need to finally understand how finance works. These include: How different financial levers can affect a company's performance The different ways in which companies fund their operations and investments Why finance is more concerned with cash flow than profits How value is created, measured, and maximized The importance of capital markets in helping companies grow Whether you're a student or a manager, an aspiring CFO or an entrepreneur, *How Finance Works* is the colorful and interactive guide you need to help you start thinking more deeply about the numbers.

The Power of Broke Daymond John 2016 The star of ABC's "Shark Tank" demonstrates how starting a business on a shoestring can provide significant competitive advantages for entrepreneurs by forcing them to think creatively, use resources efficiently, and connect more authentically with customers. --Publisher's description.

Summary of The Personal MBA Alexander Cooper 2021-10-31 Summary of The Personal MBA - Master The Art of Business - A Comprehensive Summary This isn't intended to supplant the first book, yet to fill in as an ally to it and give you, our faithful readers, an improved understanding encounter. The Summary and Analysis book is an extraordinary method to underwrite your time as they uncover the brilliant chunks from every part in a concise manner. In spite of the fact that we generally suggest you read the first book. The Personal MBA is a book that plans to furnish you with a degree-level comprehension of business without a great many dollars of obligation. Josh Kaufman gives a blueprint of the business essentials needed to be financially fruitful. Notwithstanding, he additionally refutes legends that you need an advanced degree to do well in the business world. Kaufman calls attention to that business chiefs are not made in business colleges yet by their eagerness to look for information. The Personal MBA is your chance to look for business information on your own terms. To be continued... Here is a Preview of What You Will Get: □ A Full Book Summary □ An Analysis □ Fun quizzes □ Quiz Answers □ Etc. Get a copy of this summary and learn about the book.

Complete MBA For Dummies Kathleen Allen 2007-12-26 Your guide to understanding the basics of an MBA 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!

The Personal MBA 10th Anniversary Edition Josh Kaufman 2020-09-01 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.

The mechanics of building construction Henry Adams (engineer.) 1912

You Are the Universe Deepak Chopra, M.D. 2017-02-07 NEW YORK TIMES BESTSELLER • Deepak Chopra joins forces with leading physicist Menas Kafatos to explore some of the most important and baffling questions about our place in the world. "A riveting and absolutely fascinating adventure that will blow your mind wide open!" —Dr. Rudolph E. Tanzi What happens when modern science reaches a crucial turning point that challenges everything we know about reality? In this brilliant, timely, and practical work, Chopra and Kafatos tell us that we've reached just such a point. In the coming era, the universe will be completely redefined as a "human universe" radically unlike the cold, empty void where human life is barely a speck in the cosmos. You Are the Universe literally means what it says--each of us is a co-creator of reality extending to the vastest reaches of time and space. This seemingly impossible proposition follows from the current state of science, where outside the public eye, some key mysteries cannot be solved, even though they are the very issues that define reality itself: • What Came Before the Big Bang? • Why Does the Universe Fit Together So Perfectly? • Where Did Time Come From? • What Is the Universe Made Of? • Is the Quantum World Linked to Everyday Life? • Do We Live in a Conscious Universe? • How Did Life First Begin? "The shift into a new paradigm is happening," the authors write. "The answers offered in this book are not our invention or eccentric flights of fancy. All of us live in a participatory universe. Once you decide that you want to participate fully with mind, body, and soul, the paradigm shift becomes personal. The reality you inhabit will be yours either to embrace or to change." What these two great minds offer is a bold, new understanding of who we are and how we can transform the world for the better while reaching our greatest potential.

Thinking Statistically Uri Bram 2017-07-07 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.

Josh Kaufman's the Personal MBA Ant Hive Media 2016-04-10 This is a Summary of Josh Kaufman's the personal MBA: master the art of business. Getting an MBA is an expensive choice-one almost impossible to justify regardless of the state of the economy. Even the elite schools like Harvard and Wharton offer outdated, assembly-line programs that teach you more about PowerPoint presentations and unnecessary financial models than what it takes to run a real business. You can get better results (and save hundreds of thousands of dollars) by skipping business school altogether. True leaders aren't made by business schools - they make themselves, seeking out the knowledge, skills, and experience they need to succeed. Read this book and you will learn the principles it takes most business professionals a lifetime of trial and error to master. This summary provides the essentials of entrepreneurship, marketing, sales, negotiation, operations, productivity, systems design, and much more, in one comprehensive volume. The Personal MBA distills the most valuable business lessons into simple, memorable mental models that can be applied to real-world challenges. Available in a variety of formats, it is aimed for those who want to capture the gist of the book but don't have the current time to devour all 464 pages. You get the main summary along with all of the benefits and lessons the actual book has to offer. This is a summary that is not intended to be used without reference to the original book.

The Ten-Day MBA 4th Ed. Steven A. Silbiger 2012-07-24 Revised and updated to answer the challenges of a rapidly changing business world, the 4th edition of The Ten-Day MBA includes the latest topics taught at America's top business schools, from corporate ethics and compliance to financial planning and real estate to leadership and negotiation. With more than 400,000 copies sold around the world, this internationally acclaimed guide distills the lessons of the most popular business school courses taught at Harvard, Stanford, the University of Pennsylvania, the University of Chicago, Northwestern, and the University of Virginia. Author Steven A. Silbiger delivers research straight from the notes of real MBA students attending these top programs today—giving you the tools you need to get ahead in business and in life.

What's Best Next Matt Perman 2014-03-04 By anchoring your understanding of productivity in God's plan, What's Best Next gives you a practical approach for increasing your effectiveness in everything you do. There are a lot of myths about productivity--what it means to get things done and how to accomplish work that really matters. In our current era of innovation and information overload, it may feel harder than ever to understand the meaning of work or to have a sense of vocation or calling. So how do you get more of the right things done without confusing mere activity for actual productivity? Matt Perman has spent his career helping people learn how to do work in a gospel-centered and effective way. What's Best Next

explains his approach to unlocking productivity and fulfillment in work by showing how faith relates to work, even in our everyday grind. What's Best Next is packed with biblical and theological insight and practical counsel that you can put into practice today, such as: How to create a mission statement for your life that's actually practicable. How to delegate to people in a way that really empowers them. How to overcome time killers like procrastination, interruptions, and multitasking by turning them around and making them work for you. How to process workflow efficiently and get your email inbox to zero every day. How to have peace of mind without needing to have everything under control. How generosity is actually the key to unlocking productivity. This expanded edition includes: a new chapter on productivity in a fallen world a new appendix on being more productive with work that requires creative thinking. Productivity isn't just about getting more things done. It's about getting the right things done--the things that count, make a difference, and move the world forward. You can learn how to do work that matters and how to do it well.

Your Money: The Missing Manual J.D. Roth 2010-03-04 Keeping your financial house in order is more important than ever. But how do you deal with expenses, debt, taxes, and retirement without getting overwhelmed? This book points the way. It's filled with the kind of practical guidance and sound insights that makes J.D. Roth's GetRichSlowly.org a critically acclaimed source of personal-finance advice. You won't find any get-rich-quick schemes here, just sensible advice for getting the most from your money. Even if you have perfect credit and no debt, you'll learn ways to make your rosy financial situation even better. Get the info you need to make sensible decisions on saving, spending, and investing Learn the best ways to set and achieve financial goals Set up a realistic budget framework and learn how to track expenses Discover proven methods to help you eliminate debt Understand how to use credit wisely Win big by making smart decisions on your home and other big-ticket items Learn how to get the most from your investments by avoiding rash decisions Decide how -- and how much -- to save for retirement

The Portable MBA Kenneth M. Eades 2010-04-06 A totally revised new edition of the bestselling guide to business school basics The bestselling book that invented the "MBA in a book" category, *The Portable MBA Fifth Edition* is a reliable and information-packed guide to the business school curriculum and experience. For years, professionals who need MBA-level information and insight-but don't need the hassle of business school-have turned to the *Portable MBA* series for the very best, most up-to-date coverage of the business basics. This new revised and expanded edition continues that long tradition with practical, real-world business insight from faculty members from the prestigious Darden School at the University of Virginia. With 50 percent new material, including new chapters on such topics as emerging economies, enterprise risk management, consumer behavior, managing teams, and up-to-date career advice, this is the best *Portable MBA* ever. Covers all the core topics you'd learn in business school, including finance, accounting, marketing, economics, ethics, operations management, management and leadership, and strategy. Every chapter is totally updated and seven new chapters have been added on vital business topics Includes case studies and interactive web-based examples Whether you own your own small business or work in a major corporate office, *The Portable MBA* gives you the comprehensive information and rich understanding of the business world that you need.

Start Small, Stay Small Rob Walling 2010 *Start Small, Stay Small* is a step-by-step guide to launching a self-funded startup. If you're a desktop, mobile or web developer, this book is your blueprint to getting your startup off the ground with no outside investment. This book intentionally avoids topics restricted to venture-backed startups such as: honing your investment pitch, securing funding, and figuring out how to use the piles of cash investors keep placing in your lap. This book assumes: * You don't have \$6M of investor funds sitting in your bank account * You're not going to relocate to the handful of startup hubs in the world * You're not going to work 70 hour weeks for low pay with the hope of someday making millions from stock options There's nothing wrong with pursuing venture funding and attempting to grow fast like Amazon, Google, Twitter, and Facebook. It just so happened that most people are not in a place to do this. *Start Small, Stay Small* also focuses on the single most important element of a startup that most developers avoid: marketing. There are many great resources for learning how to write code, organize source control, or connect to a database. This book does not cover the technical aspects developers already know or can learn elsewhere. It focuses on finding your idea, testing it before you build, and getting it into the hands of your customers.

The Productivity Project Chris Bailey 2016-01-05 A fresh, personal, and entertaining exploration of a topic that concerns all of us: how to be more productive at work and in every facet of our lives. Chris Bailey turned down lucrative job offers to pursue a lifelong dream—to spend a year performing a deep dive experiment into the pursuit of productivity, a subject he had been enamored with since he was a teenager. After obtaining his business degree, he created a blog to chronicle a year-long series of productivity experiments he conducted on himself, where he also continued his research and interviews with some of the world's foremost experts, from Charles Duhigg to David Allen. Among the experiments that he tackled: Bailey went several weeks with getting by on little to no sleep; he cut out caffeine and sugar; he lived in total isolation for 10 days; he used his smartphone for just an hour a day for three months; he gained ten pounds of muscle mass; he stretched his work week to 90 hours; a late riser, he got up at 5:30 every morning for three months—all the while monitoring the impact of his experiments on the quality and quantity of his work. *The Productivity Project*—and the lessons Chris learned—are the result of that year-long journey. Among the counterintuitive insights Chris Bailey will teach you: · slowing down to work more deliberately; · shrinking or eliminating the unimportant; · the rule of three; · striving for imperfection; · scheduling less time for important tasks; · the 20 second rule to distract yourself from the inevitable distractions; · and the concept of productive procrastination. In an eye-opening and thoroughly engaging read, Bailey offers a treasure trove of insights and over 25 best practices that will help you accomplish more.

Don't Pay for Your MBA Laurie Pickard 2017-11-02 Discover the secrets and tips to get the business education you need, the faster and cheaper way. The average debt load for graduates of the top business schools has now exceeded \$100,000. For most young professionals, this means spending the first half of their career in the red and feeling pressure to take the first position offered to them so that they can start paying off their debt. However, it doesn't have to be that way. Author and businesswoman Laurie Pickard discovered a way to get the business education she needed to land her dream job while avoiding the massive school loans that plague so many. In *Don't Pay for Your MBA*, she shares all that she learned so that others can benefit as well. Pickard discovered that the same prestigious business schools that offer the MBAs so many covet also offer MOOCs (massive online open courses) for low or even no cost. Within these pages, you will learn how to: Define your goals and tailor a curriculum that is geared toward your dream job Master the language of business Build a strong network Choose a concentration and deepen your expertise Showcase your nontraditional education in a way that attracts companies Don't fall for the lies that pressure countless graduates every year into MBA programs and insurmountable debt. Self-directed online learning can fill gaps in your training, position you for promotions, and open new opportunities--at a fraction of the cost!

The Business of Personal Training Nutting, Mark A. 2019 From marketing and sales to budgets, staffing, and clientele issues, *The Business of Personal Training* walks you through the business-based side of personal training while teaching you the valuable skills you'll need to start, build, and grow your business.

Time Management Dr Sudhir Dixit Different than other usual time management books available, this book details 30 strategies and tactics proven methods to get more done in the 24 hours that every single human being on earth has been granted. Discover how to maximize your time by setting priorities, create useful schedules and learn to overcome procrastination, how to boost your energy level and productivity with good habits, proper food habits, exercise and sleep. Learn how to use the latest technology etc. can enable you to manage information and communicate more effectively and efficiently.

My Start-Up Life Ben Casnocha 2015-06-02 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!

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