



SMARTER THAN THE AVERAGE GUIDE

# HBR Guide to

## Getting the Right Job

**Focus your search**  
**Sell your skills**  
**Gauge the fit**

# Hbr Guide To Getting A Job

**Harvard Business Review**



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Review, Nancy Duarte, 2014-09-23 This collection will help you sharpen the key management skills you need to succeed today We all want to give more persuasive presentations write more effective emails master the basics of finance and manage both stress and time a bit better These Harvard Business Review Guides now offered as a complete digital collection will help you get there Packed with concise practical tips from leading experts the HBR Guides series is designed to help you learn and apply strategies and tactics to work smarter and more effectively every day This collection features digital editions of all eight books in the series HBR Guides on Persuasive Presentations Better Business Writing Getting the Right Work Done Managing Stress at Work Finance Basics for Managers Project Management Managing Up and Across and Getting the Mentoring You Need As an important part of your management toolkit these guidebooks will arm you with the advice you need to succeed on the job from the most trusted name in business For busy managers looking for answers to common challenges let these HBR Guides mentor you all the way to success About the HBR Guide series Arm yourself with the advice you need to succeed on the job from the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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strike the right balance between family and work so you can prioritize what matters most and feel fulfilled in all areas of your life The six books in this set *Advice for Working Moms Getting It All Done Managing Your Career Taking Care of Yourself Communicate Better with Everyone and Two Career Families* will teach you how to transition back to work effectively eliminate working mom guilt balance being a caregiver with being an employee prioritize time to address your personal needs communicate successfully with your employer and with your family and navigate being part of a two career family There s no one simple answer or foolproof tip to make working motherhood easy but the strategies in this collection can help set you on a path toward finding success both in your career and as a mom The HBR Working Parents Series with Daisy Dowling Series Editor supports readers as you anticipate challenges learn how to advocate for yourself more effectively juggle your impossible schedule and find fulfillment at home and at work Whether you re up with a newborn or planning the future with your teen you ll find the practical tips strategies and research you need to make working parenthood work for you

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**HBR Working Parents Starter Set (5 Books)** Harvard Business Review,Daisy Dowling,Eve Rodsky,Bruce Feiler,Alice Boyes,2022-08-02 All the advice you need to succeed as a first time working parent The year after having your first baby can be one of the most challenging and disorienting periods of your career From finding the best childcare when you return to work to setting expectations with your manager to getting enough sleep so you can show up as the person you want to be and do your job well juggling it all can seem impossible You re not alone but you re going through a tough moment and you need support The HBR Working Parents Starter Set offers insights and practical advice from world class experts on the topics that are the most important to new working parents who want to be great parents and have impactful careers The five books in this set *Succeeding as a First Time Parent Getting It All Done Taking Care of Yourself Managing Your Career and Communicate Better with Everyone* will teach you how to transition back to work effectively make decisions that align with your priorities find time for personal

development and make career choices that work for you and your family There s no simple answer or foolproof tip to make working parenthood easy but the strategies in this collection can help set you on the path toward finding success both in your career and as a parent The HBR Working Parents Series with Daisy Dowling Series Editor supports readers as you anticipate challenges learn how to advocate for yourself more effectively juggle your impossible schedule and find fulfillment at home and at work Whether you re up with a newborn or planning the future with your teen you ll find the practical tips strategies and research you need to make working parenthood work for you

**HBR Guide to Managing Flexible Work (HBR Guide Series)** Harvard Business Review,2022-05-24 Find a way to work that works for you The 9 to 5 office routine no longer exists Many employees have the option to work anywhere any time But how do you find the flexible arrangement that s right for you And how do you manage a team when they re all working in different places and on different schedules The HBR Guide to Managing Flexible Work is filled with practical tips and advice to help you and your team stay productive and connected no matter when or where you work You ll learn how to Set a flexible work schedule that meets your needs Remain connected and visible Get more done in less time Make the most of hybrid meetings Keep your team engaged both in person and virtually Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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