

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

The Personal MBA The Personal MBA 10th Anniversary Edition *My Start-Up Life* *The Visual MBA* **The Personal MBA The First 20 Hours Don't Pay for Your MBA Ten-day MBA, The, Rev. Model Rules of Professional Conduct** **The 30 Day MBA The Ten-Day MBA 4th Ed.** *How to Make Millions with Your Ideas* *Personal Development for Smart People* **Grit** *The Power of Broke* *MBA in a Box* *Simple Money, Rich Life* *The Finance Book* *The Portable MBA* **Complete MBA For Dummies Learning How to Learn** *The Wall Street MBA: Your Personal Crash Course in Corporate Finance* *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Seventh Edition and The Standard for Project Management (BRAZILIAN PORTUGUESE)* *The Personal MBA* **The Motivation Code** **The Visual MBA** *Thinking Statistically* **The Effective Manager** **The Leader in You** *Notes to Myself* **The Back of the Napkin** **Simple Numbers, Straight Talk, Big Profits!** **Time Management** *Your Money: The Missing Manual* **How I Found Freedom in an Unfree World** **MBA in a Book** *Virtual Freedom* **The Productivity Project** *An Entire MBA in 1 Course* **Summary: The Personal MBA**

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MBA in a Box Jul 18 2021 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.

The Productivity Project Aug 26 2019 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.

Your Money: The Missing Manual Dec 31 2019 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 Leader in You Jun 04 2020 First published in 1993, 'The Leader in You' by Dale Carnegie, an American writer and lecturer, and the developer of courses in self-improvement, salesmanship, corporate training, public speaking, and interpersonal skills. This book is developed from the demonstrated Dale Carnegie Leadership Success Model and Dale Carnegie's Human Relationships Principles to assist you to comprehend means and methods to manage expected leadership challenges and redirect your perspective and demeanor to evolve into a more optimistic and confident role model leader. This presents beneficial guidance, techniques, and real-life models from top leaders around the world that will coach you to be a more influential leader who encourages success in your team. This book will enable you to dig your unsuspected strength and become a winner leader.

Grit Sep 19 2021 In this instant New York Times bestseller, Angela Duckworth shows anyone striving to succeed that the secret to outstanding achievement is not talent, but a special blend of passion and persistence she calls "grit." "Inspiration for non-genius everywhere" (People). The daughter of a scientist who frequently noted her lack of "genius," Angela Duckworth is now a celebrated researcher and professor. It was her early eye-opening stints in teaching, business consulting, and neuroscience that led to her hypothesis about what really drives success: not genius, but a unique combination of passion and long-term perseverance. In Grit, she takes us into the field to visit cadets struggling through their first days at West Point, teachers working in some of the toughest schools, and young finalists in the National Spelling Bee. She also mines fascinating insights from history and shows what can be gleaned from modern experiments in peak performance. Finally, she shares what she's learned from interviewing dozens of high achievers—from JP Morgan CEO Jamie Dimon to New Yorker cartoon editor Bob Mankoff to Seattle Seahawks Coach Pete Carroll. "Duckworth's ideas about the cultivation of tenacity have clearly changed some lives for the better" (The New York Times Book Review). Among Grit's most valuable insights: any effort you make ultimately counts twice toward your goal; grit can be learned, regardless of IQ or circumstances; when it comes to child-rearing, neither a

warm embrace nor high standards will work by themselves; how to trigger lifelong interest; the magic of the Hard Thing Rule; and so much more. Winningly personal, insightful, and even life-changing, Grit is a book about what goes through your head when you fall down, and how that—not talent or luck—makes all the difference. This is “a fascinating tour of the psychological research on success” (The Wall Street Journal).

The Personal MBA Nov 02 2022 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.

Personal Development for Smart People Oct 21 2021 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.

Complete MBA For Dummies Mar 14 2021 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 Visual MBA Sep 07 2020 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!

How to Make Millions with Your Ideas Nov 21 2021 You’ve come up with a brilliant idea for a brand-new product or service you know could make you rich. Or maybe you currently own a business that pays the bills, and your dream is to become fabulously successful and retire a millionaire. But how? How to Make Millions with Your Ideas has all the answers. This book is packed with the true stories and proven advice of ordinary people who began with just an idea, a simple product, or a fledgling business and wound up with millions. It examines the methods and principles of dozens of successful entrepreneurs, including author Dan Kennedy’s surefire, easy-to-follow Millionaire Maker Strategies. It helps you determine which of three paths to success are best for you and guides you step-by-step down that path on your way to fortune. Discover: · The eight best ways to make a fortune from scratch · How to turn a hobby into a million-dollar enterprise · How to sell an existing business for millions · The power of electronic media to help make you rich · The “Million Dollar Rolodex” of contacts and information you can use to get on the road to wealth

The Finance Book May 16 2021 The knowledge and tools every professional needs to make better financial and business decisions. Why this book is different to other finance books: Quick and easy to use Spotlights 'what you need to know' Requires no prior finance knowledge Practical and real-world focus Written by practitioners

My Start-Up Life Aug 31 2022 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!

Notes to Myself May 04 2020 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 I Found Freedom in an Unfree World Nov 29 2019

The Personal MBA Jun 28 2022 Master the fundamentals, hone your business instincts, and save a fortune in tuition. The consensus is clear: MBA programs are a waste of time and money. Even the elite schools offer outdated assembly-line educations about profit-and-loss statements and PowerPoint presentations. After two years poring over sanitized case studies, students are shuffled off into middle management to find out how business really works. Josh Kaufman has made a business out of distilling the core principles of business and delivering them quickly and concisely to people at all stages of their careers. His blog has introduced hundreds of thousands of readers to the best business books and most powerful business concepts of all time. In The Personal MBA, he shares the essentials of sales, marketing, negotiation, strategy, and much more. True leaders aren't made by business schools—they make themselves, seeking out the knowledge, skills, and experiences they need to succeed. Read this book and in one week you will learn the principles it takes most people a lifetime to master.

Time Management Jan 30 2020 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.

The Portable MBA Apr 14 2021 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.

The Power of Broke Aug 19 2021 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.

Thinking Statistically Aug 07 2020 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.

The Back of the Napkin Apr 02 2020 Any problem can be made clearer with a picture, and any picture can be made using the same simple set of tools and rules. When Herb Kelleher was brainstorming about how to beat the traditional hub-and-spoke airlines, he grabbed 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. Used properly, a simple drawing on a humble napkin is more powerful than Excel or PowerPoint. It can help us crystallize ideas, think outside the box, and communicate it in a way that other people simply 'get.' Dan Roam argues that everyone is born with a talent for visual thinking, even those who swear they can't draw. As a consultant, he's shown Microsoft, eBay, and Wells Fargo how to solve problems with pictures. Now, drawing on twenty years of visual problem solving combined with recent discoveries in vision science, he shows anyone how to clarify a problem or sell an idea by visually breaking it down using a simple set of visual-thinking tools. His strategies take advantage of everyone's innate ability to look, see, imagine, and show. The Back of the Napkin proves that 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. This book will help you literally see the world in a new way. 'Inspiring! It teaches you a new way of thinking in a few hours - what more could you ask from a book?' Dan Health, author of Made to Stick 'As painful as it is for any writer to admit, a picture *is* sometimes worth a thousand words. That's why I learned so much from this book. With style and wit, Dan Roam has provided a smart, practical primer on the power of visual thinking.' Daniel H. Pink, author of A Whole New Mind 'This book is a must-read for managers and business leaders. Visual thinking frees your mind to solve problems in unique and effective ways.' Temple Grandin, author of Thinking in Pictures 'Visual information is much more interesting than verbal information. So if you want to make a point, do it with images, pictures or graphics.' Roger Black, media design leader, author of Websites That Work 'We all dread business meetings with their mountains of documents and the endless bulleted PowerPoints, Roam cuts through all that to demonstrate how simple drawings - executed while the audience watches - communicate infinitely better than those complex presentations.' Bill Yenne, author of Guinness: The 250 Year Quest for the Perfect Pint 'If you want to communicate in the global economy, you need only learn one new language: the language of visual thinking. Even if you have two left brains and no artistic talent, Dan Roam will have you running to the whiteboard, dazzling colleagues with your ability to summarize complicated concepts with simple pictures.' Chelsea Hardaway, author of Why Business People Speak Like Idiots

Simple Numbers, Straight Talk, Big Profits! Mar 02 2020 Based on the premise that accountants often make finance unnecessarily confusing, this no-frills guide will help small business owners see beyond the numbers and translate financial statements into tangible business success. The author shows the reader how to use key financial indicators as a basis for smart business decisions, with a focus on companies in the range between start-up and \$5 million in revenue. In a humorous and conversational tone, Crabtree explains how even the most harried business owners can use financial metrics to improve their bottom line. The author's down-to-earth discussion includes many insights: Most business owners are probably not paying themselves enough; Paying taxes can be a positive in accounting; A company-wide salary cap can help immensely with personnel decisions. Additionally, the numerous examples help readers see for themselves how following the author's advice will have a direct impact on their profits.

The Personal MBA Nov 09 2020 Master the fundamentals, hone your business instincts, and save a fortune in tuition. The consensus is clear: MBA programs are a waste of time and money. Even the elite schools offer outdated assembly-line educations about profit-and-loss statements and PowerPoint presentations. After two years poring over sanitized case studies, students are shuffled off into middle management to find out how business really works. Josh Kaufman has made a business out of distilling the core principles of business and delivering them quickly and concisely to people at all stages of their careers. His blog has introduced hundreds of thousands of readers to the best business books and most powerful business concepts of all time. In The Personal MBA, he shares the essentials of sales, marketing, negotiation, strategy, and much more. True leaders aren't made by business schools-they make themselves, seeking out the knowledge, skills, and experiences they need to succeed. Read this book and in one week you will learn the principles it takes most people a lifetime to master.

The Wall Street MBA: Your Personal Crash Course in Corporate Finance Jan 12 2021 Advani, a former investment banker, has an MBA from The Wharton School The author currently runs corporate finance training programs at major law firms including White & Case, Sullivan & Cromwell, and Pepper Hamilton & Sheets

The Motivation Code Oct 09 2020 From the author of Die Empty and The Accidental Creative, a new framework for understanding what motivates us and why. What drives us to unleash our best work? And how do we tap into that drive to get superior results with our managers, coworkers, and direct reports? As Todd Henry reveals in this illuminating book, drawing on decades of research and interviews with over 100,000 people, the answer is not one size fits all: some people are energized by a race against the clock, while others put in extra effort only when they feel part of a team. For still others, nothing is as motivating as the possibility of public recognition. Henry shows, in fact, that there are twenty-seven "motivational themes", each with its own unique DNA. For instance: · Those driven to Achieve Potential strive to build an ideal future, even when others may not see as far ahead. · Those needing to Overcome must conquer whatever obstacles come their way, no matter how difficult or time-consuming. · Those who strive to Comprehend and Express are obsessed with mastering new skills and showing off what they know--which is often a lot. · Those who want to Make It Right thrive when systems are running smoothly and usually know the "proper way" to do things. The Motivation Code teaches us to decode our Core Motivation so that we can have conversations, make decisions, and even choose career paths that lead us to experience engagement and fulfillment. Once we know how to activate our inner drivers, we can transform the work we do into work we love.

Ten-day MBA, The, Rev. Mar 26 2022 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.

MBA in a Book Oct 28 2019 Practical ideas from the best brains in Business A sharp, jargon-free guide to the core curriculum of an MBA program, MBA in a Book shows how to master the big ideas of business and use

them in a practical way to build and enhance career success. "In the world of business, ideas matter. . . . Some of the sharpest minds in the business world give perceptive looks into innovation, marketing, finance, strategy, and leadership, providing stimulating, useful perspectives on these core topics." —Larry Bossidy, retired chairman and CEO of Honeywell International and coauthor of *Execution: The Discipline of Getting Things Done* Great business thinkers such as Michael Porter, Rosabeth Kanter, and Bill George of Harvard Business School; Paul Argenti of the Tuck School at Dartmouth; Jeffrey Sonnenfeld of Yale; Peter Senge of MIT; the entrepreneur and inventor Dean Kamen; and the financial innovator Michael Milken are just a few of the best brains in business, providing the intellectual nourishment that will help you play the game of business at the highest level.

Simple Money, Rich Life Jun 16 2021 A hope-filled money guide to increase savings, earnings, and giving and actually enjoy it all while designing a life of freedom and eternal impact, from the founder of SeedTime Money. Broken down and stranded 1,000 miles from home with only \$7 left in his bank account, Bob Lotich had reached his breaking point. He was stuck in a dead-end job, living paycheck-to-paycheck, and overwhelmed by debt. Bob had been following the world's advice with money and this was the fruit of it. In desperation, he cried out to God for wisdom, for a different way. The answer was a simple four-part formula, one based on timeless biblical principles, and, most important, it worked. After applying this simple formula, Bob discovered that his financial stress melted away and he finally felt fully in control of his money. As he continued to follow the four steps, he paid off over \$400,000 in debt, reached a personal goal of giving \$1 million by age 40, and achieved a level of financial freedom he never dreamed possible. In his casual and approachable style, Bob (along with his fun-loving wife, Linda) shares everything he learned about achieving true financial freedom, including: • How to create a money system so you can spend less time and get better results • The One-Category Budget: get 80% of the results with 20% of the work • The four keys to earning more in the digital era • How to automate your way to financial success in less than 10 minutes • The secrets of a six-figure giver • Three credit card rules that banks don't want you to know • How to save \$100s each month while still buying what you love • And much more! Whether you are doing "fine" or are in a financial crisis, the included 21-day kick-start will leave you with specific action items to guide you to success. You can have financial security, peace, significance, and eternal impact. Let Bob show you how to reimagine money as it was meant to be: simple.

Don't Pay for Your MBA Apr 26 2022 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. But 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. And 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. By picking the right classes from the best schools, she gained the skills she needed and avoided the debt she could not afford to take on. The most difficult part was knowing how to begin and where to look. So she has provided this resource for other self-starters, career changers, and budding entrepreneurs so that they can best learn how to navigate the expanding universe of online education. Within these pages, 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 up new opportunities--at a fraction of the cost!

The First 20 Hours May 28 2022 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.

Summary: The Personal MBA Jun 24 2019

[An Entire MBA in 1 Course](#) Jul 26 2019 ** 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/.

[A Guide to the Project Management Body of Knowledge \(PMBOK® Guide\) - Seventh Edition and The Standard for Project Management \(BRAZILIAN PORTUGUESE\)](#) Dec 11 2020 PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &- Seventh Edition is structured around eight project performance domains. This edition is designed to address

practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI standards+™ for information and standards application content based on project type, development approach, and industry sector.

The Visual MBA Jul 30 2022 An illustrated "instant MBA" degree presented in an engaging, sketch notes-style that covers all the main concepts taught in a traditional business school program--at a fraction of the cost.

Virtual Freedom Sep 27 2019 Entrepreneurs often suffer from "superhero syndrome"—the misconception that to be successful, they must do everything themselves. Not only are they the boss, but also the salesperson, HR manager, copywriter, operations manager, online marketing guru, and so much more. It's no wonder why so many people give up the dream of starting a business—it's just too much for one person to handle. But outsourcing expert and "Virtual CEO," Chris Ducker knows how you can get the help you need with resources you can afford. Small business owners, consultants, and online entrepreneurs don't have to go it alone when they discover the power of building teams of virtual employees to help run, support, and grow their businesses. *Virtual Freedom: How to Work with Virtual Staff to Buy More Time, Become More Productive, and Build Your Dream Business* is the step-by-step guide every entrepreneur needs to build his or her business with the asset of working with virtual employees. Focusing on business growth, Ducker explains every detail you need to grasp, from figuring out which jobs you should outsource to finding, hiring, training, motivating, and managing virtual assistants. With additional tactics and online resources, *Virtual Freedom* is the ultimate resource of the knowledge and tools necessary for building your dream business with the help of virtual staff.

Learning How to Learn Feb 10 2021 A surprisingly simple way for students to master any subject--based on one of the world's most popular online courses and the bestselling book *A Mind for Numbers* *A Mind for Numbers* and its wildly popular online companion course "Learning How to Learn" have empowered more than two million learners of all ages from around the world to master subjects that they once struggled with. Fans often wish they'd discovered these learning strategies earlier and ask how they can help their kids master these skills as well. Now in this new book for kids and teens, the authors reveal how to make the most of time spent studying. We all have the tools to learn what might not seem to come naturally to us at first--the secret is to understand how the brain works so we can unlock its power. This book explains: • Why sometimes letting your mind wander is an important part of the learning process • How to avoid "rut think" in order to think outside the box • Why having a poor memory can be a good thing • The value of metaphors in developing understanding • A simple, yet powerful, way to stop procrastinating Filled with illustrations, application questions, and exercises, this book makes learning easy and fun.

The Effective Manager Jul 06 2020 The how-to guide for exceptional management from the bottom up *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 distills the author's 25 years of management training expertise into clear, actionable steps to start taking today. First, you'll identify what "effective management" actually looks like: can you get the job done at a high level? Do you attract and retain top talent without burning them out? Then you'll dig into the four critical behaviors that make a manager great, and learn how to adjust your own behavior to be the leader your team needs. You'll learn the four major tools that should be a part of every manager's repertoire, how to use them, and even how to introduce them to the team in a productive, non-disruptive way. Most management books are written for CEOs and geared toward improving corporate management, but this book is expressly aimed at managers of any level—with a behavioral framework designed to be tailored to your team's specific needs. Understand your team's strengths, weaknesses, and goals in a meaningful way Stop limiting feedback to when something goes wrong Motivate your people to continuous improvement Spread the work around and let people stretch their skills Effective managers are good at the job and "good at people." The key is combining those skills to foster your team's development, get better and better results, and maintain a culture of positive productivity. *The Effective Manager* shows you how to turn good into great with clear, actionable, expert guidance.

The 30 Day MBA Jan 24 2022 If you want to accelerate your career development and transform your skillset, but without the price tag and two-year commitment of the MBA, this is the book for you. *The 30 Day MBA* covers the 12 core disciplines of business: accounting, finance, marketing, organizational behaviour, business history, business law, economics, entrepreneurship, ethics and social responsibility, operations management, research and analysis and strategy. It provides the tools and techniques you need to seize business opportunities and implement strategies successfully. Complex concepts are explained in simple and practical terms, helping you to apply high level concepts to the real-life world of business. *The 30 Day MBA* also contains insightful case studies from leading organizations including IKEA, Cisco, Cobra Beer, Heinz, Shell, Hotel Chocolat and Chilango, to help keep you right up-to-the-minute with current trends and inspire you to explore new concepts. This book equips you with essential hard knowledge, but also helps you understand how business and current thinking is shifting in today's turbulent global markets, and broadens your mind with the knowledge and confidence to excel in a competitive career.

The Personal MBA 10th Anniversary Edition Oct 01 2022 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 Ten-Day MBA 4th Ed. Dec 23 2021 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.

Model Rules of Professional Conduct Feb 22 2022 *The Model Rules of Professional Conduct* provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.