

The Harvard Business Review Family Business Handbook How To Build And Sustain A Successful Enduring Enterprise Hbr Handbooks

Family Business Governance Managing the Family Business Smart Choices Classic Drucker Can China Lead? The Harvard Business Review Leader's Handbook The Harvard Business Review Entrepreneur's Handbook Family Business Compensation Back to the Drawing Board Keeping the Family Business Healthy Reshaping the Work-Family Debate Parents Who Lead Family Business Building a Successful Family Business Board Getting It All Done (HBR Working Parents Series) Dirty Little Secrets of Family Business (3rd Edition) The Harvard Business Review Family Business Handbook Cybersecurity The Family Council Handbook Hardball How to Write a Great Business Plan Succeeding Generations Generation to Generation Trapped in the Family Business Work and Family in the United States Passion & Purpose The Harvard Business Review Manager's Handbook When Family Businesses are Best Smart Collaboration Managing Your Career (HBR Working Parents Series) Family Wars How Will You Measure Your Life? (Harvard Business Review Classics) Time Smart HBR Guide to Work-Life Balance Leading a Family Business: Best Practices for Long-Term Stewardship HBR Working Parents Series Collection (3 Books) (HBR Working Parents Series) The Politics Industry The Leader You Want to Be Taking Care of Yourself (HBR Working Parents Series) Family Business Succession

Family Business Governance

There's an 80 percent chance you're poor. Time poor, that is. Four out of five adults report feeling that they have too much to do and not enough time to do it. These time-poor people experience less joy each day. They laugh less. They are less healthy, less productive, and more likely to divorce. In one study, time stress produced a stronger negative effect on happiness than unemployment. How can we escape the time traps that make us feel this way and keep us from living our best lives? Time Smart is your playbook for taking back the time you lose to mindless tasks and unfulfilling chores. Author and Harvard Business School professor Ashley Whillans will give you proven strategies for improving your "time affluence." The techniques Whillans provides will free up seconds, minutes, and hours that, over the long term, become weeks and months that you can reinvest in positive, healthy activities. Time Smart doesn't stop at telling you what to do. It also shows you how to do it, helping you achieve the mindset shift that will make these activities part of your everyday regimen through assessments, checklists, and activities you can use right away. The strategies Whillans presents will help you make the shift to time-smart living and, in the process, build a happier, more fulfilling life.

Managing the Family Business

Our political system in America is broken, right? Wrong. The truth is, the American political system is working exactly how it is designed to work, and it isn't designed or optimized today to work for us—for ordinary citizens. Most people believe that our political system is a public institution with high-minded principles and impartial rules derived from the Constitution. In reality, it has become a private industry dominated by a textbook duopoly—the Democrats and the Republicans—and plagued and perverted by unhealthy competition between the players. Tragically, it has therefore become incapable of delivering solutions to America's key economic and social challenges. In fact, there's virtually no connection between our political leaders solving problems and getting reelected. In *The Politics Industry*, business leader and path-breaking political innovator Katherine Gehl and world-renowned business strategist Michael Porter take a radical new approach. They ingeniously apply the tools of business analysis—and Porter's distinctive Five Forces framework—to show how the political system functions just as every other competitive industry does, and how the duopoly has led to the devastating outcomes we see today. Using this competition lens, Gehl and Porter identify the most powerful lever for change—a strategy comprised of a clear set of choices in two key areas: how our elections work and how we make our laws. Their bracing assessment and practical recommendations cut through the endless debate about various proposed fixes, such as term limits and campaign finance reform. The result: true political innovation. *The Politics Industry* is an original and completely nonpartisan guide that will open your eyes to the true dynamics and profound challenges of the American political system and provide real solutions for reshaping the system for the benefit of all. THE INSTITUTE FOR POLITICAL INNOVATION The authors will donate all royalties from the sale of this book to the Institute for Political Innovation.

Smart Choices

In the spring of 2010, Harvard Business School's graduating class asked HBS professor Clay Christensen to address them—but not on how to apply his principles and thinking to their post-HBS careers. The students wanted to know how to apply his wisdom to their personal lives. He shared with them a set of guidelines that have helped him find meaning in his own life, which led to this now-classic article. Although Christensen's thinking is rooted in his deep religious faith, these are strategies anyone can use. Since 1922, Harvard Business Review has been a leading source of breakthrough ideas in management practice. The Harvard Business Review Classics series now offers you the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

Stop running on empty. Every day you juggle the many components that fill your life. Between work and family commitments, volunteer work, hobbies, and managing your physical and mental health, it's easy to feel overwhelmed and that you're letting someone down or neglecting some aspect of your life. But you can find ways to honor all of your commitments without collapsing. The HBR Guide to Work-Life Balance will help you: Evaluate and adjust your priorities Manage expectations Set and spend your time budget Make plans--and backup plans Understand how to make trade-offs Prioritize self-care Discover what works for you

Can China Lead?

The one primer you need to develop your entrepreneurial skills. Whether you're imagining your new business to be the next big thing in Silicon Valley, a pivotal B2B provider, or an anchor in your local community, the HBR Entrepreneur's Handbook is your essential resource for getting your company off the ground. Starting an independent new business is rife with both opportunity and risk. And as an entrepreneur, you're the one in charge: your actions can make or break your business. You need to know the tried-and-true fundamentals--from writing a business plan to getting your first loan. You also need to know the latest thinking on how to create an irresistible pitch deck, mitigate risk through experimentation, and develop unique opportunities through business model innovation. The HBR Entrepreneur's Handbook addresses these challenges and more with practical advice and wisdom from Harvard Business Review's archive. Keep this comprehensive guide with you throughout your startup's life--and increase your business's odds for success. In the HBR Entrepreneur's Handbook you'll find: Step-by-step guidance through the entrepreneurial process Concise explanations of the latest research and thinking on entrepreneurship from Harvard Business Review contributors such as Marc Andreessen and Reid Hoffman Time-honed best practices Stories of real companies, from Airbnb to eBay You'll learn: Which skills and characteristics make for the best entrepreneurs How to gauge potential opportunities The basics of business models and competitive strategy How to test your assumptions--before you build a whole business How to select the right legal structure for your company How to navigate funding options, from venture capital and angel investors to accelerators and crowdfunding How to develop sales and marketing programs for your venture What entrepreneurial leaders must do to build culture and set direction as the business keeps growing HBR Handbooks provide ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, real-life stories, and concise explanations of research published in Harvard Business Review, each comprehensive volume helps you to stand out from the pack--whatever your role.

The Harvard Business Review Leader's Handbook

Compensation is one of the most discussed items in business. And in a family business it gets personal. Authors Aronoff, McLure and Ward answer the some of the most important questions when it comes to the family what is fair pay among family members? How do I determine appropriate pay for my child? What should I pay my shareholders?

The Harvard Business Review Entrepreneur's Handbook

Provides an overview of the big issues in the business world today, with firsthand accounts from young leaders tasked with tackling these issues head on.

Family Business Compensation

FAMILY BUSINESS, 3e, INTERNATIONAL EDITION provides the next generation of family business owners with the knowledge and skills needed for the successful management and leadership of the family enterprise. The author, Ernesto Poza, uses both text and cases to explore a diverse set of family firms, examining the interrelationships between the owners, the family, and the management team. FAMILY BUSINESS, 3e, INTERNATIONAL EDITION at its core, is a practical book that presents management and family practices to model success as well as an honest look at the advantages and challenges facing family enterprises. With an emphasis on leadership and positioning for the future, FAMILY BUSINESS, 3e, INTERNATIONAL EDITION illustrates how the family enterprise can achieve sustained growth and continuity through generations.

Back to the Drawing Board

Good planning is more than just thinking ahead; businesses need a strategic approach to ensuring their success. Keeping the Family Business Healthy provides readers with a guide to strategic thinking, including how to maintain growth, how to shape business direction, preparing for new leadership, and working with a large and diverse family base.

Keeping the Family Business Healthy

The United States has the most family-hostile public policy in the developed world. Contesting the idea that women need to negotiate better within the family, and redefining the notion of success in the workplace, Joan C. Williams reinvigorates the work-family debate and offers the first steps to making life manageable for all American families.

Reshaping the Work-Family Debate

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This innovative textbook covers the most important managerial challenges facing family businesses. It is research-based and includes theory and practice along with concepts, cases and reflection questions to illustrate the key topics.

Parents Who Lead

A must-have guide that covers everything a manager needs to know.

Family Business

Business scandals from Enron to WorldCom have escalated concerns about corporate governance into a full-blown crisis. Institutional investors and legislators have dominated the debate and enacted important changes in corporate accounting and other areas. But Colin B. Carter and Jay W. Lorsch say that we must now focus on the performance of corporate boards. This timely book argues that boards are being pressed to perform unrealistic duties given their traditional structure, processes, and membership. Carter and Lorsch propose a strategic redesign of boards--making them better attuned to their oversight, decision-making, and advisory roles--to enable directors to meet 21st century challenges successfully. Based on the authors' deep expertise and longtime experience working with boards around the world, and on a probing survey of CEOs, Carter and Lorsch help boards to develop a realistic value proposition customized to the company they serve. The authors explore the core dilemmas and responsibilities boards face and outline a framework for designing the most effective structure, makeup, size, and culture. This book provides a candid account of the current state of boards and points the way in a time of crisis and change.

Building a Successful Family Business Board

Tips, stories, and strategies for the job that never ends. When it comes to being a working parent, there are no right answers to the tough questions you grapple with, from how to get your toddler out the door to supporting your teen through struggles with their peers to whether or not to accept that big promotion--and the extensive travel and long hours that come with it. But there are answers that are right for you and your family. The HBR Working Parents Series Collection assembles the ideas and strategies you need to help you get ahead--and get through the day. Included in this set are *Managing Your Career*, *Getting It All Done*, and *Taking Care of Yourself*. This compilation offers insights and practical advice from world-class experts on the topics that matter most to working parents including making decisions at home and at work that align with your priorities; navigating tradeoffs--and managing the feelings that come with them; developing strategies for managing both the details of your day and the long-term view of your career; finding time for personal development; and making

career choices that work for you—and your family. The HBR Working Parents Series supports readers as they anticipate challenges, learn how to advocate for themselves more effectively, juggle their impossible schedules, and find fulfillment at home and at work. From classic issues such as work-life balance and making time for yourself to thorny challenges such as managing an urgent family crisis and the impact of parenting on your career, this series features the practical tips, strategies, and research you need to be—and feel—more effective at home and at work. Whether you're up with a newborn or touring universities with your teen, we've got what you need to make working parenthood work for you.

Getting It All Done (HBR Working Parents Series)

You can be the leader you want to be—today and every day. Do you find yourself wishing you had more hours in the day? Do you want to do more, yet feel you just can't add another thing to your plate without being overwhelmed by stress or compromising your health, relationships, and integrity? No doubt, as a leader, there are some days when you feel the flow. You're able to make a difference and achieve big goals. You feel confident and energized. On days like this, you are your best self—the leader you want to be. But on other days, you go down a different, negative path, with pressures and doubts making you feel like a lesser version of yourself. How can you be the leader you want to be, every day? The answer is more than a time-management system or a silver-bullet solution for changing your routines. Leadership expert and coach Amy Jen Su's powerful new book helps readers discover that the answer lies within. By focusing in specific ways on five key leadership elements—Purpose, Process, People, Presence, and Peace—you can increase your time, capacity, energy, and ultimately your impact, with less stress and more equanimity. Drawing on rich and instructive stories of clients, leaders, artists, and athletes, as well as on research by experts, the author brings together the best of both Western management thinking and Eastern philosophy to provide a holistic yet hands-on approach. The Leader You Want to Be is your indispensable guide to tapping into and expanding your leadership capacity so that you can be your best, sustain yourself, and thrive as a leader.

Dirty Little Secrets of Family Business (3rd Edition)

Many of the world's most successful businesses are family owned. With this comes the threat of family bust-ups, sibling rivalry and petty jealousies. Family Wars takes you behind the scenes on a rollercoaster ride through the ups and downs of some of the biggest family-run companies in the world, showing how family in-fighting has threatened to bring about their downfall. Whether it's the Redstone's courtroom battles or the feud over Henry Ford's reluctance to let go of the reigns, the book reveals the origins, the extent and the final resolution of some of the most famous family feuds in recent history.

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Names you'll recognise include: the Gallo Family; the Guinness story; the Pathak family; and the Gucci family. An astonishing exposé of the way families do business and how arguments can threaten to blow a business apart, *Family Wars* also offers valuable advice on how such problems can be contained and solved.

The Harvard Business Review Family Business Handbook

Move ahead in your career--without leaving your family behind. What happens when you're no longer setting goals and chasing dreams that work for you alone? When the career choices you make have ripple effects on your family? Can you uproot your household for an overseas assignment even if it's a surefire path to promotion? How do you make time for your kids--or yourself--if you work more than one job? These are some of the questions you ask yourself as you struggle to balance managing your career with managing your family. In *Managing Your Career*, experts provide answers to the challenges you face as a working parent from negotiating a flexible schedule to overcoming the parenthood penalty whether you're taking time off, treading water, or reentering the workforce. You'll learn to: Assess the impact of downshifting on your career, your home life, and your identity Make time for professional development Communicate effectively with everyone, from your boss to your toddler Boost your impact and visibility, even with an erratic schedule Build support systems to get you through rough patches at work and cope with childcare failures The HBR Working Parents Series supports readers as they anticipate challenges, learn how to advocate for themselves more effectively, juggle their impossible schedules, and find fulfillment at home and at work. From classic issues such as work-life balance and making time for yourself to thorny challenges such as managing an urgent family crisis and the impact of parenting on your career, this series features the practical tips, strategies, and research you need to be--and feel--more effective at home and at work. Whether you're up with a newborn or touring universities with your teen, we've got what you need to make working parenthood work for you.

Cybersecurity

A Washington Post Bestseller Not all collaboration is smart. Make sure you do it right. Professional service firms face a serious challenge. Their clients increasingly need them to solve complex problems--everything from regulatory compliance to cybersecurity, the kinds of problems that only teams of multidisciplinary experts can tackle. Yet most firms have carved up their highly specialized, professional experts into narrowly defined practice areas, and collaborating across these silos is often messy, risky, and expensive. Unless you know why you're collaborating and how to do it effectively, it may not be smart at all. That's especially true for partners who have built their reputations and client rosters independently, not by working with peers. In *Smart Collaboration*, Heidi K. Gardner shows

that firms earn higher margins, inspire greater client loyalty, attract and retain the best talent, and gain a competitive edge when specialists collaborate across functional boundaries. Gardner, a former McKinsey consultant and Harvard Business School professor now lecturing at Harvard Law School, has spent over a decade conducting in-depth studies of numerous global professional service firms. Her research with clients and the empirical results of her studies demonstrate clearly and convincingly that collaboration pays, for both professionals and their firms. But Gardner also offers powerful prescriptions for how leaders can foster collaboration, move to higher-margin work, increase client satisfaction, improve lateral hiring, decrease enterprise risk, engage workers to contribute their utmost, break down silos, and boost their bottom line. With case studies and real-world insights, *Smart Collaboration* delivers an authoritative case for the value of collaboration to today's professionals, their firms, and their clients and shows you exactly how to achieve it.

The Family Council Handbook

This book shows family businesses working together at their best and explores how effective planning and communication help business families grow and become successful enterprises

Hardball

No data is completely safe. Cyberattacks on companies and individuals are on the rise and growing not only in number but also in ferocity. And while you may think your company has taken all the precautionary steps to prevent an attack, no individual, company, or country is safe. Cybersecurity can no longer be left exclusively to IT specialists. Improving and increasing data security practices and identifying suspicious activity is everyone's responsibility, from the boardroom to the break room. *Cybersecurity: The Insights You Need from Harvard Business Review* brings you today's most essential thinking on cybersecurity, from outlining the challenges to exploring the solutions, and provides you with the critical information you need to prepare your company for the inevitable hack. The lessons in this book will help you get everyone in your organization on the same page when it comes to protecting your most valuable assets. Business is changing. Will you adapt or be left behind? Get up to speed and deepen your understanding of the topics that are shaping your company's future with the *Insights You Need from Harvard Business Review* series. Featuring HBR's smartest thinking on fast-moving issues--blockchain, cybersecurity, AI, and more--each book provides the foundational introduction and practical case studies your organization needs to compete today and collects the best research, interviews, and analysis to get it ready for tomorrow. You can't afford to ignore how these issues will transform the landscape of business and society. The *Insights You Need* series will help you grasp these critical ideas--and prepare you and your company for the future.

How to Write a Great Business Plan

Based on insights from executives across the globe, this planning guide captures the unique challenges faced by leaders of a family business and presents an approach to help these operations survive and thrive across generations. • Includes insights from leaders of family businesses from all over the world • Describes important characteristics for leading family and business systems successfully • Features case vignettes showcasing the complex inner workings of family and business stewardship • Compares the homogeneity evident in non-family enterprises versus the heterogeneity of family enterprises • Discusses the differences between leadership in family enterprises and non-family enterprises

Succeeding Generations

Judging by all the hoopla surrounding business plans, you'd think the only things standing between would-be entrepreneurs and spectacular success are glossy five-color charts, bundles of meticulous-looking spreadsheets, and decades of month-by-month financial projections. Yet nothing could be further from the truth. In fact, often the more elaborately crafted a business plan, the more likely the venture is to flop. Why? Most plans waste too much ink on numbers and devote too little to information that really matters to investors. The result? Investors discount them. In *How to Write a Great Business Plan*, William A. Sahlman shows how to avoid this all-too-common mistake by ensuring that your plan assesses the factors critical to every new venture: The people—the individuals launching and leading the venture and outside parties providing key services or important resources The opportunity—what the business will sell and to whom, and whether the venture can grow and how fast The context—the regulatory environment, interest rates, demographic trends, and other forces shaping the venture's fate Risk and reward—what can go wrong and right, and how the entrepreneurial team will respond Timely in this age of innovation, *How to Write a Great Business Plan* helps you give your new venture the best possible chances for success.

Generation to Generation

In *Building a Successful Family Business Board*, the authors show why private firms need the in-depth expertise and objective feedback that a well-chosen board, including qualified independent directors, can provide, and demonstrates how owners and directors can work together to ensure a long and profitable life for the firm.

Trapped in the Family Business

"In this honest and practical guide, Michael Klein shares his research findings and insights on how individuals get trapped in their family

business, why they don't leave, and what can be done about it. Based on interviews with family business members, owners, and their advisors, *Trapped in the Family Business* sheds light on this common yet unexamined problem and offers solutions"--Page 4 of cover.

Work and Family in the United States

The one primer you need to develop your managerial and leadership skills. Whether you're a new manager or looking to have more influence in your current management role, the challenges you face come in all shapes and sizes—a direct report's anxious questions, your boss's last-minute assignment of an important presentation, or a blank business case staring you in the face. To reach your full potential in these situations, you need to master a new set of business and personal skills. Packed with step-by-step advice and wisdom from Harvard Business Review's management archive, the *HBR Manager's Handbook* provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees' trust. The book's brief sections allow you to home in quickly on the solutions you need right away—or take a deeper dive if you need more context. Keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization. In the *HBR Manager's Handbook* you'll find:

- Step-by-step guidance through common managerial tasks
- Short sections and chapters that you can turn to quickly as a need arises
- Self-assessments throughout
- Exercises and templates to help you practice and apply the concepts in the book
- Concise explanations of the latest research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman, Clayton Christensen, John Kotter, and Michael Porter
- Real-life stories from working managers
- Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly

The skills covered in the book include:

- Transitioning into a leadership role
- Building trust and credibility
- Developing emotional intelligence
- Becoming a person of influence
- Developing yourself as a leader
- Giving effective feedback
- Leading teams
- Fostering creativity
- Mastering the basics of strategy
- Learning to use financial tools
- Developing a business case

Passion & Purpose

Examines the structure and management of family-owned businesses, from small companies to multinational conglomerates, discussing how they differ from public companies and how they move through generational changes in leadership

The Harvard Business Review Manager's Handbook

Don't let your own needs fall by the wayside. Take the kids to school

and get to work by nine o'clock. Plan your child's birthday party while eating lunch. Reschedule your dentist appointment. Draft a report for your boss, then rush to pick up your children and start the nighttime routine. Send a few more emails before going to bed. When in your day did you take time for yourself? Too many working parents focus solely on those around them, completely losing sight of what they need themselves. But neglecting your own needs and wants can prevent you from being healthy, productive, and happy. Taking Care of Yourself provides expert advice to help you identify what you value most out of your work and home life, make choices that align with those values, and manage the emotions that come with them. You'll learn to: Prioritize the areas of your life that are most important to you--and let go of what's not Cope with the sacrifices you're making both at work and at home Deal with the feelings that come with being a working parent, including guilt Carve out time for your mental health and your physical well-being Communicate your needs and expectations with your boss and your family Feel more present both at work and at home The HBR Working Parents Series supports readers as they anticipate challenges, learn how to advocate for themselves more effectively, juggle their impossible schedules, and find fulfillment at home and at work. From classic issues such as work-life balance and making time for yourself to thorny challenges such as managing an urgent family crisis and the impact of parenting on your career, this series features the practical tips, strategies, and research you need to be--and feel--more effective at home and at work. Whether you're up with a newborn or touring universities with your teen, we've got what you need to make working parenthood work for you.

When Family Businesses are Best

Stop juggling and start managing everything you need to do at home and at work. It used to be simple before kids: Say yes to everything, stay late, turn in flawless work, catch up on sleep later. But now you need a different mindset to succeed at work, as a parent, and as a family member. Getting It All Done can't teach you to be in two places at once, but it provides you with expert advice as you manage the challenges of succeeding at work while making sure your family is housed, fed, healthy, safe, and educated. You'll learn to: Delegate, enlist the help you need, and say no to taking on more Put your management skills to work outside the office Get more work done with kids at home Move on with resilience when you drop the ball Navigate the chaos during the busiest times at work and at home The HBR Working Parents Series provides support 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.

Smart Collaboration

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Just as a Board of Directors is a governance structure for shareholders, a Family Council oversees a family on everything from educating the family for their future responsibilities as owners to settling disputes within the family. Using the common term family council to refer to family governance, the book will be a practical manual for all business families seeking structure to manage how their family governs itself and relates to their business. The book will answer several basic questions: 1. What are the forms of structured family governance? 2. What purpose is served, and disasters avoided, by using structure like a family council? 3. How does one select the form of family council that is appropriate for the size, age and complexity of the business family? 4. How are family councils established and maintained, and how do they evolve?

Managing Your Career (HBR Working Parents Series)

Explores the high failure rate and reveals how the family businesses endure through the generations, and offers advice on how to mentor successors in the family

Family Wars

While every family business is unique, embracing systematic governance processes can help any family business achieve goals shared by virtually all: orderly decision-making, peaceful continuity, and the freedom to make decisions based on the highest and best purposes of both the business and the family.

How Will You Measure Your Life? (Harvard Business Review Classics)

Navigate the complex decisions and critical relationships necessary to create and sustain a healthy family business—and business family. Though "family business" may sound like it refers only to mom-and-pop shops, businesses owned by families are among the most significant and numerous in the world. But surprisingly few resources exist to help navigate the unique challenges you face when you share the executive suite, financial statements, and holidays. How do you make the right decisions, critical to the long-term survival of any business, with the added challenge of having to do so within the context of a family? The HBR Family Business Handbook brings you sophisticated guidance and practical advice from family business experts Josh Baron and Rob Lachenauer. Drawing on their decades-long experience working closely with a wide range of family businesses of all sizes around the world, the authors present proven methods and approaches for communicating effectively, managing conflict, building the right governance structures, and more. In the HBR Family Business Handbook you'll find: A new perspective on what makes family businesses succeed and fail A framework to help you make good decisions together Step-by-step

guidance on managing change within your business family Key questions about wealth, unique to family businesses, that you can't afford to ignore Assessments to help you determine where you are—and where you want to go Stories of real companies, from Marchesi Antinori to Radio Flyer Chapter summaries you can use to reinforce what you've learned Keep this comprehensive guide with you to help you build, grow, and position your family business to thrive across generations. HBR Handbooks provide ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, and real-life stories, each comprehensive volume helps you to stand out from the pack—whatever your role.

Time Smart

Now considered a classic in the field, this book first called attention to what Kanter has referred to as the "myth of separate worlds." Rosabeth Moss Kanter was one of the first to argue that the assumes separation between work and family was a myth and that research must explore the linkages between these two roles.

HBR Guide to Work-Life Balance

Become confident in your choices. Where should I live? Is it time to get a new job? Which job candidate should I hire? What business strategy should I pursue? We spend the majority of our lives making decisions, both big and small. Yet, even though our success is largely determined by the choices that we make, very few of us are equipped with useful decision-making skills. Because of this, we often approach our choices tentatively, or even fearfully, and avoid giving them the time and thought required to put our best foot forward. In *Smart Choices*, John Hammond, Ralph Keeney, and Howard Raiffa—experts with over 100 years of experience resolving complex decision problems—offer a proven, straightforward, and flexible roadmap for making better and more impactful decisions, and offer the tools to achieve your goals in every aspect of your life. Their step-by-step, divide-and conquer approach will teach you how to:

- Evaluate your plans
- Break your potential decision into its key elements
- Identify the key drivers that are most relevant to your goals
- Apply systematic thinking
- Use the right information to make the smartest choice

Smart Choices doesn't tell you what to decide; it tells you how. As you routinely use the process, you'll become more confident in your ability to make decisions at work and at home. And, more importantly, by applying its time-tested methods, you'll make better decisions going forward. Be proactive. Don't wait until a decision is forced on you—or made for you. Seek out decisions that advance your long-term goals, values, and beliefs. Take charge of your life by making *Smart Choices* a lifetime habit.

Leading a Family Business: Best Practices for Long-Term Stewardship

Hardball takes leaders deep inside the world of hardball competition - a world where the players are zealously committed to winning and relentlessly driven to strengthen their competitive positions, creating a virtuous cycle that puts them far out of competitors' reach. Based on twenty-five years of experience advising and observing a range of companies, Stalk and Lachenauer reveal how hardball competitors achieve decisive victories - without bending the law and without compromising their obligations to customers and stakeholders. These companies often play rough, and they don't apologize for it. Yet they are also extraordinarily adept at the "soft" side of management - rallying talent and building culture through a laserlike focus on the few issues most critical to success. Using detailed and engaging stories from many industries, Hardball outlines seven classic hardball strategies: unleash massive and overwhelming force, exploit anomalies, threaten competitors' profit sanctuaries, take it and make it your own, entice competitors' into retreat, break industry compromises, and hardball M&A. The authors reveal who uses hardball strategies, under what circumstances each strategy is most effective, and how to orchestrate the attack.

HBR Working Parents Series Collection (3 Books) (HBR Working Parents Series)

If approximately 70 percent of all businesses are family businesses, and two out of three don't survive to the next generation, what can you do to make sure your business will survive and thrive? Dirty Little Secrets of Family Business comes clean with much-needed info on nitty-gritty issues such as entitlement; letting employees (even family members) go when they just aren't working out; compensation; including your kids in the business (when to bring them in, helping them move up, and prepping them to take over); shareholder agreements; selecting the next leader; deciding whether to keep the business or sell it; exit strategies for outgoing leaders; money matters; succession planning; communication; conflict resolution; establishing an effective board; and transitioning to the next generation. Readers can apply the numerous ideas and tips in this engaging guide to address any family business situation. Written for current and next-generation owners and utilizing multiple, firsthand stories of family business dos and don'ts, Dirty Little Secrets of Family Business gives you the top success strategies that you can use to build a better functioning family business. Acknowledging that every family is unique and a cookie-cutter approach is not the answer, experienced family business consultant Henry Hutcheson presents a deeper look at the underlying mechanics of what makes a family business work.

The Politics Industry

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Shares updated insights into the challenges of doing business in today's emerging markets to explain how it has become harder for companies to operate in China, predicting what is likely to occur economically in the coming decades to help professionals make informed decisions. 12,000 first printing.

The Leader You Want to Be

How working parents can lead more purposeful lives, characterized by harmony, connection, and impact. Parents in today's fast-paced, disorienting world can easily lose track of who they are and what really matters most. But it doesn't have to be this way. As a parent, you can harness the powerful science of leadership in order to thrive in all aspects of your life. Drawing on the principles of his book Total Leadership--a bestseller and popular leadership development program used in organizations worldwide--and on their experience as researchers, educators, consultants, coaches, and parents, Stew Friedman and coauthor Alyssa Westring offer a robust, proven method that will help you gain a greater sense of purpose and control. It includes tools illustrated with compelling examples from the lives of real working parents that show you how to: Design a future based on your core values Engage with your children in fresh, meaningful ways Cultivate a community of caregiving and support, in all parts of your life Experiment to discover better ways to live and work Powerful, practical, and indispensable, Parents Who Lead is the guide you need to forge a better future, foster meaningful and mutually rewarding relationships, and design sustainable solutions for creating a richer life for yourself, your children, and your world. For more information, visit ParentsWhoLead.net.

Taking Care of Yourself (HBR Working Parents Series)

The first ever comprehensive guide to family business succession planning. This book covers everything from what family business ownership is and how to structure ownership bylaws to business structure, leadership transition, and how a founder exits the business. Drawing on original research, case studies, and white papers, Family Business Succession is a thorough, complete, and "required reading" for every family member working in a family business.

Family Business Succession

The one primer you need to develop your leadership skills. Put aside all the overhyped new frameworks, the listicles, the "10 best things you need to succeed as a leader today." The critical leadership practices--the ones that will allow a leader to make the biggest impact over time--are well established. They're about how you create a vision and inspire others to follow it. How you make difficult

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strategic choices. How you lead innovation. How you get results. These fundamental skills are even more important today as organizations and teams become increasingly networked, virtual, agile, fast-moving, and socially conscious. In this comprehensive handbook, strategy and change experts Ron Ashkenas and Brook Manville distill proven ideas and frameworks about leadership from Harvard Business Review, interviews with senior executives, and their own experience in the field--all to help rising leaders stand out and have a big impact. In the HBR Leader's Handbook you'll find: Concise explanations of proven leadership frameworks from Harvard Business Review contributors such as Clayton M. Christensen and Michael E. Porter In-depth case studies of senior leaders such as Jim Wolfensohn at the World Bank, Paula Kerger at PBS, Darren Walker at the Ford Foundation, and Jim Smith at Thomson Reuters Step-by-step guidance to help you understand and start implementing six core leadership practices: building a unifying vision, developing a strategy, getting great people on board, focusing on results, innovating for the future, and leading yourself HBR Handbooks provide ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, real-life stories, and concise explanations of research published in Harvard Business Review, each comprehensive volume helps you to stand out from the pack--whatever your role.

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