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Leadership first, location second As more organizations adopt a remote workforce, the challenges of leading at a distance become more urgent than ever. The cofounders of the Remote Leadership Institute, Kevin Eikenberry and Wayne Turmel, show leaders how to guide their teams by recalling the foundational principles of leadership. The authors' "Three-0" Model refocuses leaders to think about outcomes, others, and

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ourselves—elements of leadership that remain unchanged, whether employees are down the hall or halfway around the world. By pairing it with the Remote Leadership Model, which emphasizes using technology as a tool and not a distraction, leaders are now able to navigate the terrain of managing teams wherever they are. Filled with exercises that ensure projects stay on track, keep productivity and morale high, and build lasting relationships, this book is the go-to guide for leading, no matter where people work.

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Business Solutions, Inc., is falling apart at the seams. While employees kill time stalking free snacks and filming porn in the HQ stairwells, the company's co-CEOs bring in shadowy corporate consultants to shake up their business in ways even they don't understand. As the communications manager tasked with translating C-suite doublespeak, Will Evans is constantly torn between his blue-collar warehouse past and his white-collar future. When he is put in charge of rolling out a dubious strategy the consultants brand Optelligence, Will

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is thrust deep into a muddle of absurdity and responsibility he never expected.

Enter Anna Reed, corporate mercenary with heels as high as her ambition. To her, BSI is just a steppingstone to a better job at a smarter company. Demoted to Will's team on her first day, she's ready to steamroll anyone to get her career back on track.

After three years of explosive growth and on the verge of profitable, in March of 2020, JumpCrew found itself in the same position as everyone else. Virtually overnight, offices across the country

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awoke to find a new, remote world -- and with it a new set of challenges.

Overcoming these challenges to maintain an accelerated achievement organization would take a willingness to approach problems differently...to embrace a new style of leadership and tools to rapidly develop the same trusting relationships that had turned our office into a strong community working together. However, Remote Leadership: How to Accelerate Achievement and Create a Community in a Work-From-Home World is more than just the story of this

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defining moment. It's an in-depth look at what it means to be a leader at a time when the conventional role of the leader is being challenged and how to transform your organization into a stronger and more impactful community.

RemoteOffice Not RequiredCurrency

A notary is a public official responsible for independently verifying signatures and oaths. Depending on how a document is written, a notarization serves to affirm the identity of a signer and the fact that they personally executed their signature.

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A notarization, or notarial act, officially documents the identity of a party to a document or transaction and the occasion of the signing that others can rely upon, usually at face value. A notary's authentication is intended to be reliable, to avoid the inconvenience of having to locate a signer to have them personally verify their signature, as well as to document the execution of a document perhaps long after the lifetime of the signer and the notary. An oath is a sworn statement. In most cases a person will

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swear that a written statement, oral statement, or testimony they are about to give is true. A notary can document that the notary administered an oath to an individual.

Work Together Anywhere

From Corporate Prisoner to Thriving Entrepreneur

A Handbook on Working Remotely

-Successfully- for Individuals, Teams, and Managers

What's Best Next

It Doesn't Have to Be Crazy at Work

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How SaaS and Other Hyper-Growth Companies Create Predictable Revenue Office Optional

Here's something you may not know about today's Internet. Simply by designing your product the right way, you can build a flourishing business from scratch. No advertising or marketing budget, no need for a sales force, and venture capitalists will flock to throw money at you. Many of the most successful Web 2.0 companies, including MySpace, YouTube, eBay, and rising stars like

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Twitter and Flickr, are prime examples of what journalist Adam L. Penenberg calls a "viral loop"--to use it, you have to spread it. After all, what's the sense of being on Facebook if none of your friends are The result: Never before has there been the potential to create wealth this fast, on this scale, and starting with so little. In this game-changing must-read, Penenberg tells the fascinating story of the entrepreneurs who first harnessed the unprecedented potential of viral loops to create the successful online businesses--some

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worth billions of dollars--that we have all grown to rely on. The trick is that they created something people really want, so much so that their customers happily spread the word about their product for them. All kinds of businesses--from the smallest start-ups to nonprofit organizations to the biggest multinational corporations--can use the paradigm-busting power of viral loops to enable their business through technology. Viral Loop is a must-read for any entrepreneur or business interested in uncorking viral loops

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to benefit their bottom line.

Fully revised and expanded for the first time in a decade, this is Guy Kawasaki's classic, bestselling guide to launching and making your new product, service, or idea a success.

Whether you're an aspiring entrepreneur, small-business owner, intrapreneur, or not-for-profit leader, there's no shortage of advice on topics such as innovating, recruiting, fund raising, and branding. In fact, there are so many books, articles, websites, blogs, webinars, and conferences that many startups

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get paralyzed, or they focus on the wrong priorities and go broke before they succeed. The Art of the Start 2.0 solves that problem by distilling Guy Kawasaki's decades of experience as one of the most hardworking and irreverent strategists in the business world. Guy has totally overhauled this iconic, essential guide for anyone starting anything. It's 64 percent longer than version 1.0 and features his latest insights and practical advice about social media, crowdfunding, cloud computing, and many other topics. Guy

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understands the seismic changes in business over the last decade: Once-invulnerable market leaders are struggling. Many of the basics of getting established have become easier, cheaper, and more democratic.

Business plans are no longer necessary. Social media has replaced PR and advertising as the key method of promotion. Crowdfunding is now a viable alternative to investors. The cloud makes basic infrastructure affordable for almost any new venture. The Art of the Start 2.0 will show you how to effectively

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deploy all these new tools. And it will help you master the fundamental challenges that have not changed: building a strong team, creating an awesome product or service, and facing down your competition. As Guy likes to say, "Entrepreneur is a state of mind, not a job title." His book will help you make your crazy ideas stick, through an adventure that's more art than science – the art of the start.

Break your revenue records with Silicon Valley's "growth bible" "This book makes very clear how to get to hyper-growth and the work

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needed to actually get there" Why are you struggling to grow your business when everyone else seems to be crushing their goals? If you needed to triple revenue within the next three years, would you know exactly how to do it? Doubling the size of your business, tripling it, even growing ten times larger isn't about magic. It's not about privileges, luck, or working harder. There's a template that the world's fastest growing companies follow to achieve and sustain much, much faster growth. From Impossible to

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Inevitable details the hypergrowth playbook of companies like Hubspot, Salesforce.com (the fastest growing multibillion dollar software company), and EchoSign—aka Adobe Document Services (which catapulted from \$0 to \$144 million in seven years). Whether you have a \$1 billion or a \$100,000 business, you can use the same insights as these notable companies to learn what it really takes to break your own revenue records. Pinpoint why you aren't growing faster Understand what it takes to get to hypergrowth Nail a niche (the

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#1 missing growth ingredient) What every revenue leader needs to know about building a scalable sales team There's no time like the present to surpass plateaus and get off of the up-and-down revenue rollercoaster. Find out how now!

Getting Real details the business, design, programming, and marketing principles of 37signals. The book is packed with keep-it-simple insights, contrarian points of view, and unconventional approaches to software design. This is not a technical book or a design

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tutorial, it's a book of ideas. Anyone working on a web app - including entrepreneurs, designers, programmers, executives, or marketers - will find value and inspiration in this book. 37signals used the Getting Real process to launch five successful web-based applications (Basecamp, Campfire, Backpack, Writeboard, Ta-da List), and Ruby on Rails, an open-source web application framework, in just two years with no outside funding, no debt, and only 7 people (distributed across 7 time zones). Over 500,000 people around the

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world use these applications to get things done. Now you can find out how they did it and how you can do it too. It's not as hard as you think if you Get Real.

Jason Fried and David Heinemeier Hansson, the authors of the New York Times bestseller Rework, are back with a manifesto to combat all your modern workplace worries and fears.

The World's Most Practical Small Business Marketing Guide

Remote Leadership

Model Rules of Professional Conduct

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From Impossible to Inevitable

How the Most Successful People Work from Home

Review and Analysis of Fried and Hansson's Book

How Time-Based Competition is Reshaping Global Mar

For too long our lives have been dominated by the "under one roof" Industrial Revolution model of work. That era is now over. There is no longer a reason for the daily roll call, of the need to be seen with your butt on your seat in the office. The technology to work remotely and to avoid

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the daily grind of commuting and meetings has finally come of age, and bestselling authors Jason Fried and David Heinemeier Hansson are the masters of making it work at tech company 37signals. Remote working is the future – and it is rushing towards us. Remote: Office Not Required combines eye-opening ideas with entertaining narrative. It will convince you that working remotely increases productivity and innovation, and it will also teach you how to get it right – whether you are a manager, working solo or one of a team. Chapters include: “Talent isn’t bound by the hubs”, “It’s the technology, stupid”, “When to type, when to talk”, “Stop managing the chairs”

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and "The virtual water cooler". Brilliantly simple and refreshingly illuminating this is a call to action to end the tyranny of being shackled to the office.

By anchoring your understanding of productivity in God's plan, What's Best Next gives you a practical approach for increasing your effectiveness in everything you do. There are a lot of myths about productivity--what it means to get things done and how to accomplish work that really matters. In our current era of innovation and information overload, it may feel harder than ever to understand the meaning of work or to have a sense of vocation or calling. So how do you get more of the right things done without

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confusing mere activity for actual productivity? Matt Perman has spent his career helping people learn how to do work in a gospel-centered and effective way. What's Best Next explains his approach to unlocking productivity and fulfillment in work by showing how faith relates to work, even in our everyday grind. What's Best Next is packed with biblical and theological insight and practical counsel that you can put into practice today, such as: How to create a mission statement for your life that's actually practicable. How to delegate to people in a way that really empowers them. How to overcome time killers like procrastination, interruptions, and multitasking by turning

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them around and making them work for you. How to process workflow efficiently and get your email inbox to zero every day. How to have peace of mind without needing to have everything under control. How generosity is actually the key to unlocking productivity. This expanded edition includes: a new chapter on productivity in a fallen world a new appendix on being more productive with work that requires creative thinking. Productivity isn't just about getting more things done. It's about getting the right things done--the things that count, make a difference, and move the world forward. You can learn how to do work that matters and how to do it well.

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From setting up your virtual office, to time management, to dealing with conference call fatigue, turn remote work into a career powerhouse—even if you live in an apartment. This book has everything you need to know to make the most out of working from home in the new normal so that you and your organization can thrive in a socially-isolated world. Learn how to claim your space, create your environment, and make your career virtually vital without ever entering an office building. With this book, you'll see how to reimagine your career, realign with your team, and create influence for yourself and others. Working from Home addresses top-of-mind topics: What does

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collaboration mean now? How can you make sure that your career is neither out of sight nor out of mind even though you're not going into an office? How to connect on a regular cadence and gain valuable input for projects and new initiatives Don't Become a ZOOM Zombie: self-care strategies for productivity, sanity, and adaptation to the new normal Adaptation and adoption: how to gain consensus and drive culture, even when everyone is remote What leaders need to know about old-school strategies in a new world order: how to inspire teams even when you can't be in the same room
The world is now your office! You can work from home,

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from a coffee shop, or even from the gym—but how do you keep on task and stay motivated when you're alone. In *Working Remotely*, authors Mike, Holly, and Teresa discuss how to ward off toxic levels of loneliness, how to get what you need from colleagues spread across the world, and how to network and grow in your career when you are sitting in an office of one, plus many other topics that will help you survive and thrive as a remote worker. Mike, Holly, and Teresa use their different paths through Kaplan to help the remote worker figure out how to set up the right headspace for them. *Working Remotely* paints a very real picture of what it's like to be a remote worker in

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an organisation... In contrast to most books on remote work which have been written with managers, business owners or freelancers in mind, *Secrets of the Remote Workforce* speaks directly to employees, guiding them through their day to day. □ -Pilar Orti Director of Virtual not Distant □ *Working Remotely* is a terrific map for helping employees who work remotely take charge of their own career. The authors have all survived and thrived as remote employees... While other resources focus on how to manage remote employees, this book highlights the power that employees have to drive success for themselves. □ -Susan Cates, Strategic Advisor

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Leon is an ordinary kid who becomes extraordinary when he fights a supervillain to save his school! In the city where Leon lives, superheroes -- and supervillains -- are commonplace. So how does an ordinary kid like Leon, who has no superpowers himself, become the superhero he wants to be? When all his classmates suddenly become obsessed with a new phone app that turns them into zombies, Leon gets his chance to prove that using his brain and following his heart can save the day. Equal parts *New Kid* and *The Incredibles*, the first graphic novel in this action-packed, heartfelt, and joyously funny series by Jamar Nicholas reminds readers that when it comes to

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being a hero, you just need to believe in yourself.

The A Method for Hiring

Succeeding from Anywhere

Viral Loop

The Big Problem and Bigger Promise of Working from Home

Working Remotely

The Essential Guide to Managing Remote Teams

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Get your best work done, no matter where you do it. Video calls from your couch. Project reports in a coffee shop.

Presentations at your kitchen table. Working remotely gives you more flexibility in how and where you do your job. But being part of a far-flung team can be challenging. How can you make remote work work for you? The HBR Guide to Remote Work provides practical tips and advice to help you stay productive, avoid distractions, and collaborate with your team, despite the distance that separates you. You'll learn to: Create a regular work-from-home

routine Identify the right technology for your needs Run better virtual meetings Avoid burnout and video-call fatigue Manage remote employees Conduct difficult conversations when you can't meet in person 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.

Are you taking long lunches? Ignoring sexual harassment? Do you keep your desk neat to the point of looking like you don't have enough to do? The answer to all three should be yes, if you want to succeed in your career on your own terms. Penelope Trunk, expert business advice columnist for the Boston Globe, gives anything but standard advice to help members of the X and Y generations succeed on their own terms in any industry. Trunk asserts that a take-

charge attitude and thinking outside the box are the only ways to make it in today's job market. With 45 tips that will get you thinking bigger, acting bolder, and blazing trails you never thought possible, BRAZEN CAREERIST will forever change your career outlook. Guy Kawasaki, author of The Art of the Start "Take everything you think you 'know' about career strategies, throw them away, and read this book because the rules have changed. 'Brazen,' 'counter-

intuitive,' and 'radical' are the best three descriptions of Trunk's work. Life is too short to be stuck in a rat hole..." Robert I. Sutton, Ph.D, author of the New York Times Bestseller The No Asshole Rule "A delightful book, with some edgy advice that made me squirm a bit at times. I agreed with 90% of it, found myself arguing with the other 10%, and was completely engaged from start to finish." Paul D. Tieger, author of Do What You Are and CEO of SpeedReading People,

LLC "Penelope Trunk brings considerable savvy and a fresh new perspective to the business of career success. Bold and sometimes unconventional, BRAZEN CAREERIST gives readers much to think about as well as concrete, practical suggestions that will help them know what they want, and know how to get it." Keith Ferrazzi, bestselling author of Never Eat Alone: And Other Secrets to Success, One Relationship at a Time "BRAZEN CAREERIST has the street-

smarts you need to make your career and life work for you from the start. Read it now, or you'll wish you had when you're 40!"

Virtual work isn't the model of the future-it's here now. But many companies struggle with setting their employees free from the office without sacrificing culture. Centric Consulting president Larry English is here to guide the way. Twenty years ago, Larry and his friends weren't happy in their consulting jobs.

The long hours took a serious toll on their personal lives. So they built their own company where employees could work virtually and the culture would contribute to both the business's success and employee happiness. Since then, Centric Consulting has expanded to over 1,000 team members with operations in 12 US cities and India-and everyone works remotely some or most of the time. As Larry unpacks everything he's discovered about creating and sustaining

a culture of collaborative teams, you'll learn: How and why you need to cultivate an atmosphere of trust in a virtual environment How to recruit and hire team members for remote work How to build strong relationships with people you don't see every day How to scale your virtual company without sacrificing culture How the right software tools can help build culture How to be a great virtual team member Sprinkled with funny, insightful stories from Larry and

other Centric employees, Office Optional: How to Build a Connected Culture with Virtual Teams is the ultimate guidebook to remote work and a successful virtual culture.

The COVID-19 pandemic forced an unprecedented experiment that reshaped white-collar work and turned remote work into a kind of "new normal." Now comes the hard part. Many employees want to continue that normal and keep working remotely, and most at least want

the ability to work occasionally from home. But for employers, the benefits of employees working from home or hybrid approaches are not so obvious. What should both groups do? In a prescient new book, *The Future of the Office: Work from Home, Remote Work, and the Hard Choices We All Face*, Wharton professor Peter Cappelli lays out the facts in an effort to provide both employees and employers with a vision of their futures. Cappelli unveils the surprising tradeoffs

both may have to accept to get what they want. Cappelli illustrates the challenges we face by in drawing lessons from the pandemic and deciding what to do moving forward. Do we allow some workers to be permanently remote? Do we let others choose when to work from home? Do we get rid of their offices? What else has to change, depending on the approach we choose? His research reveals there is no consensus among business leaders. Even the most high-

profile and forward-thinking companies are taking divergent approaches:

--Facebook, Twitter, and other tech companies say many employees can work remotely on a permanent basis.

--Goldman Sachs, JP Morgan, and others say it is important for everyone to come back to the office. --Ford is redoing its office space so that most employees can work from home at least part of the time, and --GM is planning to let local managers work out arrangements on an

ad-hoc basis. As Cappelli examines, earlier research on other types of remote work, including telecommuting offers some guidance as to what to expect when some people will be in the office and others work at home, and also what happened when employers tried to take back offices. Neither worked as expected. In a call to action for both employers and employees, Cappelli explores how we should think about the choices going forward as well as who wins and who

loses. As he implores, we have to choose soon.

Pamela Slim, a former corporate training manager, left her office job twelve years ago to go solo and has enjoyed every bit of it. In her groundbreaking book, based on her popular blog Escape from Cubicle Nation, Slim explores both the emotional issues of leaving the corporate world and the nuts and bolts of launching a business. Drawing on her own career, as well as stories from her coaching clients

and blog readers, Slim will help readers weigh their options, and make a successful escape if they decide to go for it.

Competing Against Time

Secrets to Success for Employees on Distributed Teams

How the Gospel Transforms the Way You Get Things Done

**SUMMARY - Remote: Office Not Required
By Jason Fried And David Heinemeier
Hansson**

The Long-Distance Leader Leon the Extraordinary: A Graphic Novel (Leon #1) The Story of Success

The must-read summary of Jason Fried and David Hansson's book: "Remote: Office Not Required". This complete summary of the ideas from Jason Fried and David Hansson's book "Remote" shows that now is the right time for allowing more workers to do their work remotely, rather than keeping watch over them in a centralised office. Therefore, if you get your mindset right and put in place some robust operating rules for how

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remote work will happen, you position your organisation to take full advantage of the benefits of the growing remote work phenomena. Added-value of this summary:

- Save time
- Understand key concepts
- Expand your knowledge

To learn more, read "Remote" and find out how you can expand your business all around the globe.

“Scott Hartley artfully explains why it is time for us to get over the false division between the human and the technical.” —Tim Brown, CEO of IDEO and author of *Change by Design*

Scott Hartley first heard the terms fuzzy and techie while studying political science at Stanford University. If you majored in humanities or social sciences, you were a fuzzy. If you majored in

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computer or hard sciences, you were a techie. While Silicon Valley is generally considered a techie stronghold, the founders of companies like Airbnb, Pinterest, Slack, LinkedIn, PayPal, Stitch Fix, Reddit, and others are all fuzzies—in other words, people with backgrounds in the liberal arts. In this brilliantly counterintuitive book, Hartley shatters assumptions about business and education today: learning to code is not enough. The soft skills—curiosity, communication, and collaboration, along with an understanding of psychology and society's gravest problems—are central to why technology has value. Fuzzies are the instrumental stewards of robots, artificial intelligence,

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and machine learning. They offer a human touch that is of equal—if not greater—importance in our technology-led world than what most techies can provide. For anyone doubting whether a well-rounded liberal arts education is practical in today's world, Hartley's work will come as an inspiring revelation. Finalist for the 2016 Financial Times/McKinsey Bracken Bower Prize A Financial Times Business Book of the Month Drawing on her 18 years of experience working remotely, plus original interviews with managers, employees, and free agents who've perfected their remote routines, Laura Vanderkam shares strategies for productivity, creativity, and health in the new corner office. How do

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you do great work while sitting near the same spot where you watch Netflix? How can you be responsive without losing the focus necessary for getting things done? How can you maintain and grow your network when you spend less time face to face? The key is to detach yourself from old ways of working and adopt new habits to match your new environment. Long before public health concerns pushed many of us indoors, some of the most successful people fueled their careers with carefully perfected work-from-home routines. Drawing on those profiles and her own insights, productivity expert and mother of five Laura Vanderkam reveals how to turn "being cooped up" into the ultimate career advantage.

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Her hacks include:

- Manage by task, not time. Going to an office for 8 hours makes you feel like you've done something, even if you haven't. Remote workers should set 3-5 ambitious goals for each day and consider the work day done when these are crossed off.
- Get the rhythm right. A well-planned day features time for focused work, interactive work, and rejuvenating breaks. In place of a commute, a consciously chosen shut down ritual keeps work from continuing all night.
- Nurture connections. Wise remote workers can build broader and more effective networks than people sitting in the same cubicle five days a week. Whether you're an introvert or an extrovert, a self-starter or someone who prefers

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detailed directions, you can do your clearest thinking and deepest work at home--and have more energy left over to achieve personal goals or fuel bigger professional ambitions. In fact, soon you might find it hard to imagine working any other way.

The classic guide to working from home and why we should embrace a virtual office, from the bestselling authors of *Rework* “A paradigm-smashing, compulsively readable case for a radically remote workplace.”—Susan Cain, *New York Times* bestselling author of *Quiet* Does working from home—or anywhere else but the office—make sense? In *Remote*, Jason Fried and David Heinemeier Hansson, the founders of Basecamp, bring

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new insight to the hotly debated argument. While providing a complete overview of remote work's challenges, Jason and David persuasively argue that, often, the advantages of working "off-site" far outweigh the drawbacks. In the past decade, the "under one roof" model of conducting work has been steadily declining, owing to technology that is rapidly creating virtual workspaces. Today the new paradigm is "move work to the workers, rather than workers to the workplace." Companies see advantages in the way remote work increases their talent pool, reduces turnover, lessens their real estate footprint, and improves their ability to conduct business across multiple time zones. But what

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about the workers? Jason and David point out that remote work means working at the best job (not just one that is nearby) and achieving a harmonious work-life balance while increasing productivity. And those are just some of the perks to be gained from leaving the office behind. Remote reveals a multitude of other benefits, along with in-the-trenches tips for easing your way out of the office door where you control how your workday will unfold. Whether you're a manager fretting over how to manage workers who "want out" or a worker who wants to achieve a lifestyle upgrade while still being a top performer professionally, this book is your indispensable guide.

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"An excellent guide on how teams can effectively work together, regardless of location." —STEPHANE KASRIEL, former CEO of Upwork

IN TODAY'S MODERN GLOBAL ECONOMY, companies and organizations in all sectors are embracing the game-changing benefits of the remote workplace. Managers benefit by saving money and resources and by having access to talent outside their zip codes, while employees enjoy greater job opportunities, productivity, independence, and work-life satisfaction. But in this new digital arena, companies need a plan for supporting efficiency and fostering streamlined, engaging teamwork. In *Work Together Anywhere*, Lisette Sutherland, an

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international champion of virtual-team strategies, offers a complete blueprint for optimizing team success by supporting every member of every team, including:

- EMPLOYEES/small advocating for work-from-home options
- MANAGERS/small seeking to maximize productivity and profitability
- TEAMS/small collaborating over complex projects and long-term goals
- ORGANIZATIONS/small reliant on sharing confidential documents and data
- COMPANY OWNERS/small striving to save money and attract the best brainpower

Packed with hands-on materials and actionable advice for cultivating agility, camaraderie, and collaboration, *Work Together Anywhere* is a thorough and inspiring must-

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have guide for getting ahead in today's remote-working world.

Leading from Anywhere

Inequality in a Rapidly Changing World

WordPress.com and the Future of Work

Summary: Remote

How to Thrive at Work . . . Wherever You Are

Why the Liberal Arts Will Rule the Digital World

Remote Work Revolution

The future isn't about where we will work, but how. For years we have struggled to balance work and life, with most of us feeling

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overwhelmed and burned out because our relationship to work is broken. This “isn't just a book about remote work. It's a book that helps us imagine a future where our lives—at the office and home—are happier, more productive, and genuinely meaningful” (Charles Duhigg, best-selling author of *The Power of Habit*). *Out of Office* is a book for every office worker – from employees to managers – currently facing the decision about whether, and how, to return to the office. The past two years have shown us that there may be a new path forward, one that

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doesn't involve hellish daily commutes and the demands of jam-packed work schedules that no longer make sense. But how can we realize that future in a way that benefits workers and companies alike? Based on groundbreaking reporting and interviews with workers and managers around the world, *Out of Office* illuminates the key values and questions that should be driving this conversation: trust, fairness, flexibility, inclusive workplaces, equity, and work-life balance. Above all, they argue that companies need to listen to their employees –

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and that this will promote, rather than impede, productivity and profitability. As a society, we have talked for decades about flexible work arrangements; this book makes clear that we are at an inflection point where this is actually possible for many employees and their companies. *Out of Office* is about so much more than zoom meetings and hybrid schedules: it aims to reshape our entire relationship to the office.

Today, time is the cutting edge. In fact, as a strategic weapon, contend George Stalk, Jr., and

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Thomas M. Hout, time is the equivalent of money, productivity, quality, even innovation. In this path-breaking book based upon ten years of research, the authors argue that the ways leading companies manage time—in production, in new product development, and in sales and distribution—represent the most powerful new sources of competitive advantage. With many detailed examples from companies that have put time-based strategies in place, such as Federal Express, Ford, Milliken, Honda, Deere, Toyota, Sun Microsystems, Wal-Mart, Citicorp, Harley-

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Davidson, and Mitsubishi, the authors describe exactly how reducing elapsed time can make the critical difference between success and failure. Give customers what they want when they want it, or the competition will. Time-based companies are offering greater varieties of products and services, at lower costs, and with quicker delivery times than their more pedestrian competitors. Moreover, the authors show that by refocusing their organizations on responsiveness, companies are discovering that long-held assumptions about the behavior of

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costs and customers are not true: Costs do not increase when lead times are reduced; they decline. Costs do not increase with greater investment in quality; they decrease. Costs do not go up when product variety is increased and response time is decreased; they go down. And contrary to a commonly held belief that customer demand would be only marginally improved by expanded product choice and better responsiveness, the authors show that the actual results have been an explosion in the demand for the product or service of a time-sensitive

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competitor, in most cases catapulting it into the most profitable segments of its markets. With persuasive evidence, Stalk and Hout document that time consumption, like cost, is quantifiable and therefore manageable. Today's new-generation companies recognize time as the fourth dimension of competitiveness and, as a result, operate with flexible manufacturing and rapid-response systems, and place extraordinary emphasis on R&D and innovation. Factories are close to the customers they serve. Organizations are structured to produce fast responses rather

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than low costs and control. Companies concentrate on reducing if not eliminating delays and using their response advantage to attract the most profitable customers. Stalk and Hout conclude that virtually all businesses can use time as a competitive weapon. In industry after industry, they illustrate the processes involved in becoming a time-based competitor and the ways managers can open and sustain a significant advantage over the competition.

Preface -- Setting the meeting stage -- So many meetings and so much frustration -- Get rid of

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meetings? no, solve meetings through science --
Evidence-based strategies for leaders -- The
image in the mirror is likely wrong -- Meet for 48
minutes -- Agendas are a hollow crutch -- The
bigger, the badder -- Don't get too comfortable in
that chair -- Deflate negative energy from the
start -- No more talking! -- The folly of the remote
call-in meeting -- Putting it all together --
Epilogue: trying to get ahead of the science'
using science -- Tool: meeting quality self-
assessment -- Tool: sample engagement survey
and 360 feedback questions on meetings -- Tool:

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good meeting facilitation checklist -- Tool:
huddle implementation checklist -- Tool: agenda
template -- Tool: guide to taking good meeting
minutes/notes -- Tool: expectations assessment
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* Our summary is short, simple and pragmatic. It allows you to have the essential ideas of a big book in less than 30 minutes. By reading this summary, you will discover all the good reasons to switch to telework and how to adopt it, whether you are an employee or an employer. In particular, you will learn that : employees are

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more productive when working remotely than in an office; technology today makes it possible to collaborate with people all over the world; teleworking offers freedom and therefore a better balance for workers; to embrace teleworking, traditional management must be overhauled. Teleworking is the business trend of the last decade. Working at a distance will soon become the norm, as today's technologies allow us to do so and office work is reaching its limits. Even if many companies still refuse to do so, this summary will convince you to adopt a new way

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of working, and therefore a different way of life. Dare to take the plunge! You will be freer and happier. *Buy now the summary of this book for the modest price of a cup of coffee!

This report examines the links between inequality and other major global trends (or megatrends), with a focus on technological change, climate change, urbanization and international migration. The analysis pays particular attention to poverty and labour market trends, as they mediate the distributional impacts of the major trends selected. It also

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provides policy recommendations to manage these megatrends in an equitable manner and considers the policy implications, so as to reduce inequalities and support their implementation.

Duct Tape Marketing

The Great CEO Within: The Tactical Guide to Company Building

Out of Office

The Time-Tested, Battle-Hardened Guide for Anyone Starting Anything

The Future of the Office

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The Year Without Pants

From Facebook to Twitter, How Today's Smartest Businesses Grow Themselves

The ultimate guide to leading remote employees and teams, tackling the key challenges that managers face—from hiring and onboarding new members to building culture remotely, tracking productivity, communicating speedily, and retaining star employees

A manager's guide to hiring the right employees introduces the practical and effective A Method for Hiring, which draws on the expertise of hundreds of high-level executives to present a simple, easy-to-follow program to guarantee hiring success. 50,000 first printing.

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You can thrive and excel when you're working remotely, if you adopt the mindset, habits and tech tools of professionals who are even more productive outside the office: Learn to think like a "business of one," and that entrepreneurial mindset will transform your experience of remote work. Remote work can be satisfying and productive—once you craft a strategy that taps into the unique advantages of working from home. After a year in which many of us plunged into remote work overnight, we finally have a chance to make thoughtful choices about how to combine remote and office work, and how to make the most of our days at home. Remote, Inc. gives you the strategies and tools you need to make remote work a valuable part of your renewed working life. Learn how to... Gain control over how and when you work by focusing on

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objectives, not the 9-to-5 workday. Wow your managers by treating them like valued clients. Beat information overload by prioritizing important emails and messages. Make online meetings purposeful, focused and engaging. Build great relationships with your colleagues—whether at the next desk, or another city. Find a balance between work from home, and life at home. Make a remote work plan that lets you get the best from time at the office—and the best of home. Remote, Inc. takes you inside the mindset and habits of people who flourish while working outside the office some or all of the time: people who function like a “business of one.” That’s how productivity experts Robert C. Pozen and Alexandra Samuel describe the mindset that lets people thrive when they’re working remotely, whether full-time or in combination with

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time at the office. You can follow their lead by embracing the work habits and independence of a small business owner—while also tapping into the benefits of collegiality and online collaboration.

LONGLISTED FOR THE FINANCIAL TIMES & MCKINSEY BUSINESS BOOK OF THE YEAR “I often talk about the importance of trust when it comes to work: the trust of your employees and building trust with your customers. This book provides a blueprint for how to build and maintain that trust and connection in a digital environment.” —Eric S. Yuan, founder and CEO of Zoom A Harvard Business School professor and leading expert in virtual and global work provides remote workers and leaders with the best practices necessary to perform at the highest levels in their

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organizations. The rapid and unprecedented changes brought on by Covid-19 have accelerated the transition to remote working, requiring the wholesale migration of nearly entire companies to virtual work in just weeks, leaving managers and employees scrambling to adjust. This massive transition has forced companies to rapidly advance their digital footprint, using cloud, storage, cybersecurity, and device tools to accommodate their new remote workforce. Experiencing the benefits of remote working—including nonexistent commute times, lower operational costs, and a larger pool of global job applicants—many companies, including Twitter and Google, plan to permanently incorporate remote days or give employees the option to work from home full-time. But virtual work has its challenges. Employees feel lost, isolated, out of

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sync, and out of sight. They want to know how to build trust, maintain connections without in-person interactions, and a proper work/life balance. Managers want to know how to lead virtually, how to keep their teams motivated, what digital tools they'll need, and how to keep employees productive.

Providing compelling, evidence-based answers to these and other pressing issues, *Remote Work Revolution* is essential for navigating the enduring challenges teams and managers face. Filled with specific actionable steps and interactive tools, this timely book will help team members deliver results previously out of reach. Following Neeley's advice, employees will be able to break through routine norms to successfully use remote work to benefit themselves, their groups, and ultimately their organizations.

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"Rework" shows you a better, faster, easier way to succeed in business. You'll learn how to be more productive, how to get exposure without breaking the bank, and tons more counterintuitive ideas that will inspire and provoke you.

HBR Guide to Remote Work

Rules for Remarkable Remote Leadership

The Art of the Start 2.0

The Fuzzy and the Techie

The Surprising Science of Meetings

Escape From Cubicle Nation

How You Can Lead Your Team to Peak Performance

The founders of 37Signals assess the surging trend of working from home while explaining its challenges and benefits, posing compelling arguments about why businesses

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should promote work-from-home models and how remote work setups can be productively accomplished.

A behind-the-scenes look at the firm behind WordPress.com and the unique work culture that contributes to its phenomenal success 50 million websites, or twenty percent of the entire web, use WordPress software. The force behind WordPress.com is a convention-defying company called Automattic, Inc., whose 120 employees work from anywhere in the world they wish, barely use email, and launch improvements to their products dozens of times a day. With a fraction of the resources of Google, Amazon, or Facebook, they have a similar impact on the future of the Internet. How is this possible? What's different about how they work, and what can other companies learn from their methods? To find

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out, former Microsoft veteran Scott Berkun worked as a manager at WordPress.com, leading a team of young programmers developing new ideas. The Year Without Pants shares the secrets of WordPress.com's phenomenal success from the inside. Berkun's story reveals insights on creativity, productivity, and leadership from the kind of workplace that might be in everyone's future. Offers a fast-paced and entertaining insider's account of how an amazing, powerful organization achieves impressive results Includes vital lessons about work culture and managing creativity Written by author and popular blogger Scott Berkun (scottberkun.com) The Year Without Pants shares what every organization can learn from the world-changing ideas for the future of work at the heart of Automattic's success.

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Is Your Marketing as Simple, Effective, and Affordable as Duct Tape? Let's face it, as a small business owner, you are really in the business of marketing. The problem for most small business owners is that they suffer from "marketing idea of the week" syndrome instead of implementing a systematic approach to the problem of small business marketing. In Duct Tape Marketing, renowned Small Business Marketing guru John Jantsch shows you how to develop and execute a marketing plan that will give your business the life and longevity you knew you could have when you made that decision to go out on your own. CAREFUL! Duct tape is a serious tool... it sticks where you put it. So are the ideas in this book. If you're ready to make a commitment and are willing to make something happen,

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John's book is a great place to start. --Seth Godin, author of Purple Cow For all those who wonder why John Jantsch has become the leading advisor and coach to small businesses everywhere, Duct Tape Marketing is the answer. I have never read a business book that is as packed with hands-on, actionable information as this one. There are takeaways in every paragraph, and the success of John's blog is living proof that they work. Duct Tape Marketing should be required reading for anyone who is building a business, or thinking about it. --Bo Burlingham, editor-at-large, Inc. magazine, and author of Small Giants: Companies That Choose To Be Great Instead of Big Duct Tape Marketing is a worthy addition to the growing library of how-to books on small business marketing -- concise, clear, practical, and

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packed with great ideas to boost your bottom line. --Bob Bly, author of *The White Paper Handbook* With the world suffering from depleted reserves of trust, a business that sells plenty of it every day tends to create the most value. The great thing about trust as a product feature is that it delivers exceptional returns. With this book, John Jantsch has zeroed in on exactly what small businesses need to sell every day, every hour. --Ben McConnell, co-author of *Creating Customer Evangelists: How Loyal Customers Become a Volunteer Sales Force* John Jantsch has provided small businesses with the perfect perspective for maximizing all marketing activities - offline and on. Jantsch has the plan to help you thrive in the world of business today. Read it, all your competitors will. --John Battelle, cofounding editor or

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Wired and author of *The Search: How Google and Its Rivals Rewrote the Rules of Business and Transformed Our Culture* Duct Tape Marketing is a great read for anyone in business. It has fresh ideas laid out in a practical and useable way. I highly recommend this book for growing any business. --Dr. Ivan Misner, Founder of BNI and Co-author of the New York Times bestseller, *Masters of Networking*

Matt Mochary coaches the CEOs of many of the fastest-scaling technology companies in Silicon Valley. With *The Great CEO Within*, he shares his highly effective leadership and business-operating tools with any CEO or manager in the world. Learn how to efficiently scale your business from startup to corporation by implementing a system of accountability, effective problem-solving, and transparent

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feedback. Becoming a great CEO requires training. For a founding CEO, there is precious little time to complete that training, especially at the helm of a rapidly growing company. Now you have the guidance you need in one book. From the bestselling author of *Blink* and *The Tipping Point*, Malcolm Gladwell's *Outliers: The Story of Success* overturns conventional wisdom about genius to show us what makes an ordinary person an extreme overachiever. Why do some people achieve so much more than others? Can they lie so far out of the ordinary? In this provocative and inspiring book, Malcolm Gladwell looks at everyone from rock stars to professional athletes, software billionaires to scientific geniuses, to show that the story of success is far more surprising, and far more fascinating, than we could ever have

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imagined. He reveals that it's as much about where we're from and what we do, as who we are - and that no one, not even a genius, ever makes it alone. Outliers will change the way you think about your own life story, and about what makes us all unique. 'Gladwell is not only a brilliant storyteller; he can see what those stories tell us, the lessons they contain' Guardian 'Malcolm Gladwell is a global phenomenon ... he has a genius for making everything he writes seem like an impossible adventure' Observer 'He is the best kind of writer - the kind who makes you feel like you're a genius, rather than he's a genius' The Times
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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

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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.

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The Smarter, Faster, Easier Way to Build a Successful Web Application

How to Build a Connected Culture with Virtual Teams

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Working From Home

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Community in a Work-From-Home World

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