

Resilience Hbr Emotional Intelligence Series

Become a mindful listener at work. Listening is a critical skill that leaders and managers often take for granted. By learning to listen mindfully, you can keep your employees more engaged, foster the discovery of new ideas, and hear what you need to hear in a discussion rather than what you expect to hear. The book will teach you what great listeners do, how to stay fully present in challenging conversations, and how empathic listening can help others learn and grow. This volume includes the work of: Peter Bregman Jack Zenger and Joseph Folkman Rasmus Hougaard and Jacqueline Carter Amy Jen Su and Muriel Maignan Wilkins How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

What does it mean to be yourself at work? As a leader, how do you strike the right balance between vulnerability and authority? This book explains the role of authenticity in emotionally intelligent leadership. You'll learn how to discover your authentic self, when emotional responses are appropriate, how conforming to specific standards can hurt you, and when you need to feel like a fake. This volume includes the work of: Bill George Herminia Ibarra Rob Goffee Gareth Jones This collection of articles includes: "Discovering Your Authentic Leadership" by Bill George, Peter Sims, Andrew N. McLean, and Diana Mayer; "The Authenticity Paradox" by Herminia Ibarra; "What Bosses Gain by Being Vulnerable" by Emma Seppala; "Practice Tough Empathy" by Rob Goffee and Gareth Jones; "Cracking the Code That Stalls People of Color" by Sylvia Ann Hewitt; "For a Corporate Apology to Work, the CEO Should Look Sad" by Sarah Green Carmichael; and "Are Leaders Getting Too Emotional?" an interview with Gautam Mukunda and Gianpiero Petriglieri by Adi Ignatius and Sarah Green Carmichael. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

The benefits of mindfulness include better performance, heightened creativity, deeper self-awareness, and increased charisma not to mention greater peace of mind. This book gives you practical steps for building a sense of presence into your daily work routine. It also explains the science behind mindfulness and why it works and gives clear-eyed warnings about the pitfalls of the fad. This volume includes the work of: Daniel Goleman Ellen Langer Susan David Christina Congleton How to be human at work. HBR's Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. "

How to be human at work. HBR's Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. This specially priced 14-volume set includes every book in the series: Mindfulness Resilience Influence and Persuasion Authentic Leadership Dealing with Difficult People Focus Self-Awareness Happiness Empathy Leadership Presence Purpose, Meaning, and Passion Confidence Mindful Listening Power and Impact

Find your purpose at work. In an ideal world, our work lives would be completely fulfilling and intrinsically motivating. But what if you're stuck in a job and your heart isn't in it anymore? Or what if your company's mission seems unrelated to the work you do day in and day out? This book showcases the power of passion--and how you and your team can find it at work. This volume includes the work of: Morten T. Hansen Teresa M. Amabile Scott A. Snook Nick Craig This collection of articles includes "Finding Meaning at Work, Even When Your Job Is Dull," by Morten Hansen and Dacher Keltner; "What to Do When Your Heart Isn't in Your Work Anymore," by Andy Molinsky; "You Don't Find Your Purpose--You Build It," by John Coleman; "How to Find Meaning in a Job That Isn't Your True Calling," by Emily Esfahani Smith; "You're Never Done Finding Purpose at Work," by Dan Pontefract; "From Purpose to Impact," by Nick Craig and Scott A. Snook; "Five Questions to Help Your Employees Find Their Inner Purpose," by Kristi Hedges; "How to Make Work More Meaningful for Your Team," by Lewis Garrad and Tomas Chamorro-Premuzic; "The Power of Small Wins," by Teresa M. Amabile and Steven J. Kramer; and "The Founder of TOMS on Reimagining the Company's Mission," by Blake Mycoskie. HOW TO BE HUMAN AT WORK. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

Purpose, Meaning, and Passion (HBR Emotional Intelligence Series)

Big Ideas and Practical Advice on How to Be Human at Work

Mindful Leadership: Emotional Intelligence Collection (4 Books)

Emotional Agility

#1 Wall Street Journal Best Seller USA Today Best Seller Amazon Best Book of the Year TED Talk sensation - over 3 million views! The counterintuitive approach to achieving your true potential, heralded by the Harvard Business Review as a groundbreaking idea of the year. The path to personal and professional fulfillment is rarely straight. Ask anyone who has achieved his or her biggest goals or whose relationships thrive and you'll hear stories of many unexpected detours along the way. What separates those who master these challenges and those who get derailed? The answer is agility—emotional agility. Emotional agility is a revolutionary, science-based approach that allows us to navigate life's twists and turns with self-acceptance, clear-sightedness, and an open mind. Renowned psychologist Susan David developed this concept after studying emotions, happiness, and achievement for more than twenty years. She

found that no matter how intelligent or creative people are, or what type of personality they have, it is how they navigate their inner world—their thoughts, feelings, and self-talk—that ultimately determines how successful they will become. The way we respond to these internal experiences drives our actions, careers, relationships, happiness, health—everything that matters in our lives. As humans, we are all prone to common hooks—things like self-doubt, shame, sadness, fear, or anger—that can too easily steer us in the wrong direction. Emotionally agile people are not immune to stresses and setbacks. The key difference is that they know how to adapt, aligning their actions with their values and making small but powerful changes that lead to a lifetime of growth. Emotional agility is not about ignoring difficult emotions and thoughts; it's about holding them loosely, facing them courageously and compassionately, and then moving past them to bring the best of yourself forward. Drawing on her deep research, decades of international consulting, and her own experience overcoming adversity after losing her father at a young age, David shows how anyone can thrive in an uncertain world by becoming more emotionally agile. To guide us, she shares four key concepts that allow us to acknowledge uncomfortable experiences while simultaneously detaching from them, thereby allowing us to embrace our core values and adjust our actions so they can move us where we truly want to go. Written with authority, wit, and empathy, *Emotional Agility* serves as a road map for real behavioral change—a new way of acting that will help you reach your full potential, whoever you are and whatever you face.

Managing the human side of work Research by Daniel Goleman, a psychologist and coauthor of *Primal Leadership*, has shown that emotional intelligence is a more powerful determinant of good leadership than technical competence, IQ, or vision. Influencing those around us and supporting our own well-being requires us to be self-aware, know when and how to regulate our emotional reactions, and understand the emotional responses of those around us. No wonder emotional intelligence has become one of the crucial criteria in hiring and promotion. But luckily it's not just an innate trait: Emotional intelligence is composed of skills that all of us can learn and improve on. In this guide, you'll learn how to: Determine your emotional intelligence strengths and weaknesses Understand and manage your emotional reactions Deal with difficult people Make smarter decisions Bounce back from tough times Help your team develop emotional intelligence 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.

Come back from every setback a stronger and better leader If you read nothing else on mental toughness, read these ten articles by experts in the field. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you build your emotional strength and resilience—and to achieve high performance. This book will inspire you to: Thrive on pressure like an Olympic athlete Manage and overcome negative emotions by acknowledging them Plan short-term goals to achieve long-term aspirations Surround yourself with the people who will push you the hardest Use challenges to become a better leader Use creativity to move past trauma Understand the tools your mind uses to recover from setbacks. This collection of articles includes "How the Best of the Best Get Better and Better," by Graham Jones; "Crucibles of Leadership," by Warren G. Bennis and Robert J. Thomas; "Building Resilience," by Martin E.P. Seligman; "Cognitive Fitness," by Roderick Gilkey and Clint Kilts; "The Making of a Corporate Athlete," by Jim Loehr and Tony Schwartz; "Stress Can Be a Good Thing If You Know How to Use It," by Alla Crum and Thomas Crum; "How to Bounce Back from Adversity," by Joshua D. Margolis and Paul G. Stoltz; "Rebounding from Career Setbacks," by Mitchell Lee Marks, Philip Mirvis, and Ron Ashkenas; "Realizing What You're Made Of," by Glenn E. Mangurian; "Extreme Negotiations," by Jeff Weiss, Aram Donigian, and Jonathan Hughes; and "Post-Traumatic Growth and Building Resilience," by Martin Seligman and Sarah Green Carmichael.

How do some people bounce back with vigor from daily setbacks, professional crises, or even intense personal trauma? This book reveals the key traits of those who emerge stronger from challenges, helps you train your brain to withstand the stresses of daily life, and presents an approach to an effective career reboot. This volume includes the work of: Daniel Goleman Jeffrey A. Sonnenfeld Shawn Achor This collection of articles includes "How Resilience Works," by Diane Coutu; "Resilience for the Rest of Us," by Daniel Goleman; "How to Evaluate, Manage, and Strengthen Your Resilience," by David Kopans; "Find the Coaching in Criticism," by Sheila Heen and Douglas Stone; "Firing Back: How Great Leaders Rebound After Career Disasters," by Jeffrey A. Sonnenfeld and Andrew J. Ward; and "Resilience Is About How You Recharge, Not How You Endure," by Shawn Achor and Michelle Gielan. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

A carefully curated selection of articles about empathy, happiness, mindfulness, and resilience from Harvard Business Review.

HBR Emotional Intelligence Boxed Set (6 Books) (HBR Emotional Intelligence Series)

HBR's 10 Must Reads on Career Resilience (with bonus article "Reawakening Your Passion for Work" By Richard E. Boyatzis, Annie McKee, and Daniel Goleman)

Neurological Surgery Q & A

Confidence (HBR Emotional Intelligence Series)

Empathy is credited as a factor in improved relationships and even better product development. But while it's easy to say "just put yourself in someone else's shoes," the reality is that understanding the motivations and emotions of others often proves elusive. This book helps you understand what empathy is, why it's important, how to surmount the hurdles that make you less empathetic—and when to stop. Empathy is just too much. This volume includes the work of: Daniel Goleman Annie McKee Adam Waytz This collection of articles includes "What is Empathy?" by Daniel Goleman; "Why Compassion Is a Better Managerial Tactic Than Toughness" by Emma Seppala; "What Great Leaders Actually Do" by Jack Zenger and Joseph Folkman; "Empathy Is Key to a Great Meeting" by Annie McKee; "It's Harder to Empathize with People If You've Been in Their Shoes" by Rachel Rutton, Mary-Hunter McDonnell, and Loran Nordgren; "Being Powerful Makes You Less Empathetic" by Lou Solomon; "A Process for Empathetic Product Design" by Jon Kolko; "How Facebook Uses Empathy to Keep Users Safe" by Melissa Luu-Van; "The Limits of Empathy" by Adam Waytz; and "What the Dalai Lama Taught Daniel Goleman About Emotional Intelligence" an interview with Daniel Goleman by Andrea Ovans. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

In his defining work on emotional intelligence, bestselling author Daniel Goleman found that it is twice as important as other factors in determining outstanding leadership. If you read nothing else on emotional intelligence, read these 10 articles by experts in the field. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you build your emotional skills—and your professional success. This book will inspire you to: Monitor and channel your moods and emotions Understand your strengths, weaknesses, needs, values, and goals Develop emotional agility This collection of articles includes

Leader" by Daniel Goleman, "Primal Leadership: The Hidden Driver of Great Performance" by Daniel Goleman, Richard Boyatzis, and Annie McKee, "Why It's So Hard to Be Fair" by Joel Brockner, "Why Good Leaders Make Bad Decisions" by Andrew Campbell, Jo Whittaker, Sydney Finkelstein, "Building the Emotional Intelligence of Groups" by Vanessa Urch Druskat and Steve B. Wolff, "The Price of Power: How Lack of Respect Hurts Morale—and the Bottom Line" by Christine Porath and Christine Pearson, "How Resilience Works" by Daniel Goleman, "Emotional Agility: How Effective Leaders Manage Their Negative Thoughts and Feelings" by Susan David and Christina Conger, "Feedback" by Jay M. Jackman and Myra H. Strober, and "The Young and the Clueless" by Kerry A. Bunker, Kathy E. Kram, and Susan Grant. How do some people bounce back with strength from daily setbacks, professional crises, or intense trauma? This book will help you train your brain to withstand the pace of daily life, reveal the key traits of those who emerge stronger from challenges, and present an approach to an effective career reboot.

Wield your power for greater influence and impact. With formal authority comes power. But few people realize that informal power that doesn't come with a title--can have just as much impact. How do you use your power for greater influence? This book explores how power affects our emotions, our behavior, and how we work with others. You'll learn how to use self-awareness to keep your power in check, work with the right people to create more value, respond to abuses of power, and leave a lasting impression. This volume includes the work of Cable Peter Bregman Harrison Monarth Dacher Keltner HOW TO BE HUMAN AT WORK. HBR's Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

Fundamental frameworks for emotional intelligence and how to apply them every day. According to research by Daniel Goleman, emotional intelligence has proved to be twice as important as other competencies in determining outstanding leadership. It is now one of the criteria in hiring and promotion processes, performance evaluations, and professional development courses. And it's not innate--all of us can improve. With this double volume you'll get HBR's 10 Must Reads on Emotional Intelligence and the HBR Guide to Emotional Intelligence. That's 10 definitive HBR articles on emotional intelligence by Goleman and other leaders in the field, curated by our editors--paired with smart, focused advice from HBR experts about how to implement those ideas in your daily work life. With Emotional Intelligence, you'll learn how to: Recognize your own EQ strengths and weaknesses Regulate your emotions in tough situations Manage difficult people Build the social awareness of your team Motivate yourself through ups and downs Write forceful emails and memos Misinterpret Make better, less emotionally biased decisions Help an employee develop emotional intelligence Handle specific situations like crying at work and tense communications across different cultures

Happiness (HBR Emotional Intelligence Series)

Empathy (HBR Emotional Intelligence Series)

Presentations (HBR 20-Minute Manager Series)

Self-Awareness (HBR Emotional Intelligence Series)

What is the nature of human happiness, and how do we achieve it in the course of our professional lives? And is it even worth pursuing? This book explores answers to these questions by presenting research into how happiness is measured, frameworks for personal behaviors, management techniques that build happiness in the workplace and warnings that highlight where the happiness hype has been overblown. This volume includes the work of: Daniel Gilbert Annie McKee Gretchen Spreitzer Teresa M. Amabile How to be human at work. HBR's Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. "

How to be human at work. HBR's Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. This specially priced four-volume set includes Happiness, Resilience, Mindfulness, and Empathy.

How do some people bounce back with strength from daily setbacks, professional crises, or intense trauma? This book will help you train your brain to withstand the pace of daily life, reveal the key traits of those who emerge stronger from challenges, and present an approach to an effective career reboot. This volume includes the work of: - Daniel Goleman - Jeffrey A. Sonnenfeld - Shawn Achor--

Read the room—and the Zoom. Just because a global pandemic forced us all to log more hours in virtual meetings and engage in more Slack conversations doesn't mean we're good at them. We've all endured the uncertainty of knowing who should talk first when several of us start at once. Or logging in to a call with a full mosaic of faces but no one speaking. How do you allow folks to dissent or share a hard perspective? If someone appears confused, do you call them on it or message them privately? And if we found those scenarios challenging when we were all remote, how can we manage our teams and facilitate effective meetings when some of us are on-site and some are on-screen? How do we navigate a hybrid workforce? How do we build relationships and trust when some colleagues share a long history and others have never laid eyes on one another in real life? This book explores how to develop, practice, and demonstrate your emotional intelligence and social skills in a virtual or hybrid setting. With the latest psychological research and practical advice from leading experts, you'll learn how to make everyone feel heard, draw everyone's voice into the conversation, and make real connections—whether your people are in a conference room or a breakout room. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

Emotional intelligence has been shown to be more important than other competencies in determining outstanding leadership. Emotions drive some of our most critical professional interactions--whether you're inspiring your team to higher performance, persuading your boss to see something from your point of view, dealing with difficult colleagues, or managing your own stress level. Indeed, knowing how to manage emotions has become one of the crucial criteria in hiring and promotion. This specially priced five-volume set includes books from the HBR Guide series on the topics of Emotional Intelligence, Office Politics, Dealing with Conflict, Managing Stress at Work, and Managing Up and Across. You'll learn how to: Monitor and channel your moods and reactions Determine your emotional intelligence strengths and weaknesses Deal with difficult people Understand when to resolve a conflict head-on--and when to let it go Influence others across the organization Build supportive alliances with coworkers and colleagues Handle workplace stress in productive ways 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.

Authentic Leadership (HBR Emotional Intelligence Series)

Influence and Persuasion (HBR Emotional Intelligence Series)

HBR Guides to Emotional Intelligence at Work Collection (5 Books) (HBR Guide Series)

Harvard Business Review Emotional Intelligence Collection (4 Books) (HBR Emotional Intelligence Series)

The Navy SEAL, humanitarian and best-selling author of *The Heart and the Fist* draws on ancient wisdom and personal experience to counsel readers on how to promote personal resilience and overcome obstacles through positive action. 100,000 first printing.

Pressure, stress and annoying problems are all part of life, especially at work. By developing your emotional resilience you can be bulletproof, prepare yourself against even the most challenging situations, and focus fully on achieving your goals, getting things done, moving ahead and being the best you can be. With this comprehensive, practical and empowering guide, you will start feeling the benefits of emotional resilience straight away as you learn to:

- quickly adapt to tricky and pressured situations and get the best from them;**
- be at your best all the time by successfully managing your emotions, thoughts and actions;**
- handle everyday demands, hassles and annoyances with positivity and confidence;**
- realise your full potential - whether on your own or with others. Being clever, skilled or smart is not enough. To get an edge, stand out and really succeed you need emotional resilience.**

"An essential review for residents across neurological disciplines, the chapters are organized into groups of questions covering neurobiology, neuroanatomy, clinical neurology, neuropathology, neuroradiology, neurosurgery, and critical care. Written and edited by neurosurgery residents who have passed the boards, the book works as an effective stand-alone review book or used in conjunction with *The Definitive Neurological Surgery Board Review*. Featuring hundreds of high-quality figures as well as high-yield tables, this essential review book concludes with a 300-question multidisciplinary self-assessment examination."--BOOK JACKET.

Are you suffering from work-related stress? Feeling overwhelmed, exhausted, and short-tempered at work—and at home? Then you may have too much stress in your life. Stress is a serious problem that impacts not only your mental and physical health, but also your loved ones and your organization. So what can you do to address it? *The HBR Guide to Managing Stress at Work* will help you find a sustainable solution. It will help you reach the goal of getting on an even keel—and staying there. You'll learn how to: Harness stress so it spurs, not hinders, productivity Create realistic and manageable routines Aim for progress, not perfection Make the case for a flexible schedule Ease the physical tension of spending too much time at your computer Renew yourself physically, mentally, and emotionally

How to be human at work. HBR's Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. The specially priced six-volume set includes, *Mindfulness, Resilience, Influence and Persuasion, Authentic Leadership, Happiness, and Empathy.*

HBR Emotional Intelligence Ultimate Boxed Set (14 Books) (HBR Emotional Intelligence Series) Resilience

HBR's 10 Must Reads on Mental Toughness (with bonus interview "Post-Traumatic Growth and Building Resilience" with Martin Seligman) (HBR's 10 Must Reads)

Virtual Ei (HBR Emotional Intelligence Series)

Self-awareness is the bedrock of emotional intelligence that enables you to see your talents, shortcomings, and potential. But you won't be able to achieve true self-awareness with the usual quarterly feedback and self-reflection alone. This book will teach you how to understand your thoughts and emotions, how to persuade your colleagues to share what they really think of you, and why self-awareness will spark more productive and rewarding relationships with your employees and bosses. This volume includes the work of: Daniel Goleman Robert Steven Kaplan Susan David HOW TO BE HUMAN AT WORK. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

Resilience (HBR Emotional Intelligence Series) Harvard Business Press

How do some people bounce back with strength from daily setbacks, professional crises, or even intense personal trauma? This book reveals the key traits of those who emerge stronger from challenges, helps you train your brain to withstand the stresses of daily life, and presents an approach to an effective career reboot. This volume includes the work of: Daniel Goleman Jeffrey A. Sonnenfeld Shawn Achor How to be human at work. HBR s Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact

our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

Building a successful career starts with you. It's easy to get caught up in the day-to-day demands of your current job and lose sight of the big picture, but with a typical career spanning 50 years or more, you do so at your own peril. It's up to you to chart your own course to professional success. If you read nothing else on effectively managing your career, read these 10 articles by experts in the field. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you develop yourself, make the right career moves, navigate inevitable detours and disruptions, and turn your professional dreams into reality. This book will inspire you to: Identify and leverage your strengths Cultivate the curiosity, skills, and knowledge you need to maintain your professional relevance far into the future Navigate messy job transitions gracefully Build and sustain a network that supports and encourages your growth Restore meaning and passion to your work Bounce back from career setbacks big and small Reinvent yourself, even in tough times This collection of articles includes "Managing Oneself," by Peter F. Drucker; "How to Play to Your Strengths," by Laura Morgan Roberts, Gretchen Spreitzer, Jane Dutton, Robert Quinn, Emily Heaphy, and Brianna Barker Caza; "How to Stay Stuck in the Wrong Career," by Herminia Ibarra; "Five Ways to Bungle a Job Change," by Boris Groysberg and Robin Abrahams; "Learning to Learn," by Erika Andersen; "The Strategic Side Gig," by Ken Banta and Orlan Boston; "How Leaders Create and Use Networks," by Herminia Ibarra and Mark Lee Hunter; "How to Bounce Back from Adversity," by Joshua D. Margolis and Paul G. Stoltz; "Rebounding from Career Setbacks," by Mitchell Lee Marks, Philip Mirvis, and Ron Ashkenas; "Reawakening Your Passion for Work," by Richard Boyatzis, Annie McKee, and Daniel Goleman; and "Next-Gen Retirement," by Heather C. Vough, Christine D. Bataille, Leisa Sargent, and Mary Dean Lee. HBR's 10 Must Reads paperback series is the definitive collection of books for new and experienced leaders alike. Leaders looking for the inspiration that big ideas provide, both to accelerate their own growth and that of their companies, should look no further. HBR's 10 Must Reads series focuses on the core topics that every ambitious manager needs to know: leadership, strategy, change, managing people, and managing yourself. Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic. Each title includes timeless advice that will be relevant regardless of an ever-changing business environment.

Harvard Business Review on Building Personal and Organizational Resilience Why do some people bounce back from life's hardships while others despair? This collection of articles looks at the nature of individual and organizational resilience, an issue that has gained special urgency in today's unstable world environment. In the business arena, resilience has found its way onto the list of qualities sought in employees. This collection provides readers with the ability to solve problems without the usual or obvious tools and prepares them to improvise rapid responses to crisis. The Harvard Business Review Paperback Series The series is designed to bring today's managers and professionals the fundamental information they need to stay competitive in a fast-moving world. From the preeminent thinkers whose work has defined an entire field to the rising stars who will redefine the way we think about business, here are the leading minds and landmark ideas that have established the Harvard Business Review as required reading for ambitious businesspeople in organizations around the globe.

Mindfulness (HBR Emotional Intelligence Series)

Harvard Business Review on Building Personal and Organizational Resilience

HBR's 10 Must Reads Ultimate Boxed Set (14 Books)

HBR Guide to Managing Stress at Work (HBR Guide Series)

Learn how to deal with difficult colleagues and clients. At the heart of dealing with difficult people is handling their--and your own--emotions. How do you stay calm in a tough conversation? How do you stay unruffled in the face of passive-aggressive comments? And how do you know if you're difficult to work with? This book explains the research behind our emotional response to awful colleagues and shows how to build the empathy and resilience to make those relationships more productive. Books in this series are based on the work of experts including: Daniel Goleman Tony Schwartz Nick Morgan Daniel Gilbert This collection of articles includes "To Resolve a Conflict, First Decide: Is It Hot or Cold?" by Mark Gerzon; "Taking the Stress Out of Stressful Conversations," by Holly Weeks; "The Secret to Dealing with Difficult People: It's About You," by Tony Schwartz; "How to Deal with a Mean Colleague," by Amy Gallo; "How To Deal with a Passive-Aggressive Colleague," by Amy Gallo; "How to Work with Someone Who's Always Stressed Out," by Rebecca Knight; "How to Manage Someone Who Thinks Everything Is Urgent," by Liz Kislik; and "Do You Hate Your Boss?" by Manfred F. R. Kets de Vries. HOW TO BE HUMAN AT WORK. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

Lead with charisma and confidence. Many leaders consider "executive presence" a make-or-break factor in high-powered promotions. But what is this elusive quality, and how do you develop it? This book explains how to build the charisma, confidence, and decisiveness that top leaders project. Whether you're delivering a critical presentation or managing a hectic meeting, you'll be inspired to approach the situation with new strength. This volume includes the work of: Deborah Tannen Amy J. C. Cuddy Amy Jen Su This collection of articles includes "Deconstructing Executive Presence," by John Beeson; "How New Managers Can Send the Right Leadership Signals," by Amy Jen Su; "To Sound Like a Leader, Think About What You Say, and How and When You Say It," by Rebecca Shambaugh; "Connect, Then Lead," by Amy J. C. Cuddy, Matthew Kohut, and John Neffinger; "The Power of Talk: Who Gets Heard and Why," by Deborah Tannen; and "Too Much Charisma Can Make Leaders Look Less Effective," by Jasmine Vergauwe, Bart Wille, Joeri Hofmans, Robert B. Kaiser, and Filip De Fruyt. HOW TO BE HUMAN AT WORK. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

Feeling stressed about your upcoming presentation? Whether you're nervous about how you'll organize your thoughts or how you'll articulate them on the big day, Presentations provides the quick guidelines and expert tips you need to: Craft your message Prepare and rehearse effectively Engage your audience Manage Q&A sessions Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

The perfect gift for aspiring leaders: 16 volumes of HBR Guide. This 16-volume, specially priced boxed set makes a perfect gift for aspiring leaders looking for trusted advice on such diverse topics as data analytics, negotiating, business writing, and coaching. This set includes Persuasive Presentations, Better Business Writing, Finance Basics, Data Analytics, Building Your Business Case, Making Every Meeting Matter, Project Management, Emotional Intelligence, Getting the Right Work Done, Negotiating, Leading Teams, Coaching Employees, Performance Management, Delivering Effective Feedback, Dealing with Conflict, and Managing Up and Across. Arm yourself with the advice you need to succeed on the job, from the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges Also available as an ebook set.

Build resilience in your company to weather the greatest crises. If you read nothing else on organizational resilience, read these 10 articles. We've combed through hundreds of Harvard Business Review articles and selected the most important ones to help your company prepare for and overcome disruption, social upheaval, and disaster. This book will inspire you to: Reposition your core business while launching a separate, disruptive business Build the ability to continually anticipate and adjust to emerging trends Prepare for the business implications of climate change Learn about the risks of hyperefficient businesses Develop organizational grit Rebound from a recession faster than your competitors Lead your company through any kind of crisis This collection of articles includes "How Resilience Works" by Diane Coutu; "The Quest for Resilience" by Gary Hamel and Liisa Valikangas; "Disruptive Technologies: Catching the Wave" by Joseph L. Bower and Clayton M. Christensen; "Organizational Grit" by Thomas H. Lee and Angela L. Duckworth; "Leading in Times of Trauma" by Jane E. Dutton, Peter J. Frost, Monica C. Worline, Jacoba M. Lilius, and Jason M. Kanov; "Learning from the Future" by J. Peter Scoblic; "Leading a New Era of Climate Action" by Andrew Winston; "The High Price of Efficiency" by Roger L. Martin; "Reigniting Growth" by Chris Zook and James Allen; "Global Supply Chains in a Post-Pandemic World" by Willy C. Shih; and "Roaring Out of Recession" by Ranjay Gulati, Nitin Nohria, and Franz Wohlgezogen. HBR's 10 Must Reads paperback series is the definitive collection of books for new and experienced leaders alike. Leaders looking for the inspiration that big ideas provide, both to accelerate their own growth and that of their companies, should look no further. HBR's 10 Must Reads series focuses on the core topics that every ambitious manager needs to know: leadership, strategy, change, managing people, and managing yourself. Harvard Business Review has sorted through hundreds of articles and selected only the most essential reading on each topic. Each title includes timeless advice that will be relevant regardless of an ever-changing business environment.

Hard-won Wisdom for Living a Better Life

HBR's 10 Must Reads on Organizational Resilience (with bonus article "Organizational Grit" by Thomas H. Lee and Angela L. Duckworth)

Leadership Presence (HBR Emotional Intelligence Series)

HBR Guide to Emotional Intelligence (HBR Guide Series)

What is the nature of human happiness, and how do we achieve it in the course of our professional lives? And is it even worth pursuing? This book explores answers to these questions with research into how happiness is measured,

frameworks for personal behaviors, management techniques that build happiness in the workplace—and warnings that highlight where the happiness hype has been overblown. This volume includes the work of: Daniel Gilbert Annie McKee Gretchen Spreitzer Teresa M. Amabile This collection of articles includes “Happiness Isn’t the Absence of Negative Feelings” by Jennifer Moss; “Being Happy at Work Matters” by Annie McKee; “The Science Behind the Smile” an interview with Daniel Gilbert by Gardiner Morse; “The Power of Small Wins” by Teresa M. Amabile and Steven J. Kramer; “Creating Sustainable Performance” by Gretchen Spreitzer and Christine Porath; “The Research We’ve Ignored About Happiness at Work” by André Spice and Carl Cedarström; and “The Happiness Backlash” by Alison Beard. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

This digital collection, curated by Harvard Business Review, offers four books on the topic of emotional intelligence, found by bestselling author Daniel Goleman to be twice as important as other competencies in determining outstanding leadership. In *Primal Leadership*, With a New Preface by the Authors, the authors show that great leaders excel not just through skill and smarts, but by connecting with others using emotional intelligence competencies like empathy and self-awareness. The best leaders are “resonant” leaders—individuals who manage their own and others’ emotions in ways that drive success. In *Resonant Leadership*, Richard Boyatzis and Annie McKee provide an indispensable guide to overcoming the vicious cycle of stress, sacrifice, and dissonance that afflicts many leaders and offer a field-tested framework for creating the resonance that fuels great leadership. And in *Becoming a Resonant Leader*, Annie McKee, Richard Boyatzis, and Frances Johnston share vivid, real-life stories illuminating how people can develop emotional intelligence, build resonance, and renew themselves. Finally, HBR’s 10 Must Read on Emotional Intelligence presents 10 articles by experts in the field of emotional intelligence, all of which will inspire you to monitor and channel your moods and emotions; make smart, empathetic people decisions; manage conflict and regulate emotions within your team; react to tough situations with resilience; better understand your strengths, weaknesses, needs, values, and goals; and develop emotional agility.

You want the most important ideas on management all in one place. Now you can have them--in a set of HBR's 10 Must Reads, available as a 14-volume paperback boxed set or as an ebook set. We've combed through hundreds of Harvard Business Review articles on topics such as emotional intelligence, communication, change, leadership, strategy, managing people, and managing yourself and selected the most important ones to help you maximize your own and your organization's performance. The HBR's 10 Must Reads Ultimate Boxed Set includes 14 bestselling collections: HBR's 10 Must-Reads on Leadership; HBR's 10 Must-Reads on Emotional Intelligence; HBR's 10 Must-Reads on Managing Yourself; HBR's 10 Must-Reads on Strategy; HBR's 10 Must-Reads on Change Management; HBR's 10 Must-Reads on Managing People; HBR's 10 Must Reads: The Essentials; HBR's 10 Must-Reads on Communication; HBR's 10 Must-Reads on Managing Across Cultures; HBR's 10 Must-Reads on Strategic Marketing; HBR's 10 Must-Reads on Teams; HBR's 10 Must-Reads on Innovation; HBR's 10 Must-Reads on Making Smart Decisions; and HBR's 10 Must-Reads on Collaboration. The HBR's 10 Must Reads Ultimate Boxed Set makes a smart gift for your team, colleagues, or clients. HBR's 10 Must Reads series is the definitive collection of ideas and best practices for aspiring and experienced leaders alike. These books offer essential reading selected from the pages of Harvard Business Review on topics critical to the success of every manager. Each book is packed with advice and inspiration from leading experts such as Clayton Christensen, Peter Drucker, Rosabeth Moss Kanter, John Kotter, Michael Porter, Daniel Goleman, Theodore Levitt, and Rita Gunther McGrath.

Become more confident at work. You need confidence to inspire trust, communicate effectively, and succeed in your organization. But self-doubt and nerves can undermine your ability to act decisively and persuade others. What can you do to push past these insecurities? This book explains how you can use emotional intelligence to become more confident at work. You'll learn how to correct what is holding you back, how to overcome imposter syndrome, and when feeling too self-assured can actually backfire. This volume includes the work of: Tomas Chamorro-Premuzic Rosabeth Moss Kanter Amy Jen Su Peter Bregman How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. Changing hearts is an important part of changing minds. Research shows that appealing to human emotion can help you make your case and build your authority as a leader. This book highlights that research and shows you how to act on it, presenting both comprehensive frameworks for developing influence and small, simple tactics you can use to convince others every day. This volume includes the work of: Nick Morgan Robert Cialdini Linda A. Hill Nancy Duarte This collection of articles includes "Understand the Four Components of Influence," by Nick Morgan; "Harnessing the Science of Persuasion," by Robert Cialdini; "Three Things Managers Should Be Doing Every Day," by Linda A. Hill and Kent Lineback; "Learning Charisma," by John Antonakis, Marika Fenley, and Sue Liechti; "To Win People Over, Speak to Their Wants and Needs," by Nancy Duarte; "Storytelling That Moves People," an interview with Robert McKee by Bronwyn Fryer; "The Surprising Persuasiveness of a Sticky Note," by Kevin Hogan; and "When to Sell with Facts and Figures, and When to Appeal to Emotions," by Michael D. Harris. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master. Power and Impact (HBR Emotional Intelligence Series)

Dealing with Difficult People (HBR Emotional Intelligence Series)

HBR's 10 Must Reads on Emotional Intelligence (with featured article "What Makes a Leader?" by Daniel Goleman)(HBR's 10 Must Reads)

The benefits of mindfulness include better performance, heightened creativity, deeper self-awareness, and increased charisma—not to mention greater peace of mind. This book gives you practical steps for building a sense of presence into your daily work routine. It also explains the science behind mindfulness and why it works and gives clear-eyed warnings about the pitfalls of the fad. This volume includes the work of: Daniel Goleman Ellen Langer Susan David Christina Congleton This collection of articles includes "Mindfulness in the Age of Complexity," an interview with Ellen Langer by Alison Beard; "Mindfulness Can Literally Change Your Brain," by Christina Congleton, Britta K. Hölzel, and Sara W. Lazar; "How to Practice Mindfulness Throughout Your Work Day," by Rasmus Hougaard and Jacqueline Carter; "Resilience for the Rest of Us," by Daniel Goleman; "Emotional Agility: How Effective Leaders Manage Their Thoughts and Feelings," by Susan David and Christina Congleton; "Don't Let Power Corrupt You," by Dacher Keltner; "Mindfulness for People Who Are Too Busy to Meditate," by Maria Gonzalez; "Is Something Lost When We Use Mindfulness as a Productivity Tool?" by Charlotte Lieberman; and "There Are Risks to Mindfulness at Work," by David Brendel. How to be human at work. The HBR Emotional Intelligence Series features smart, essential reading on the human side of professional life from the pages of Harvard Business Review. Each book in the series offers proven research showing how our emotions impact our work lives, practical advice for managing difficult people and situations, and inspiring essays on what it means to tend to our emotional well-being at work. Uplifting and practical, these books describe the social skills that are critical for ambitious professionals to master.

Resilience (HBR Emotional Intelligence Series)

Get Unstuck, Embrace Change, and Thrive in Work and Life

Harvard Business Review Guides Ultimate Boxed Set (16 Books)

Mindful Listening (HBR Emotional Intelligence Series)