



SMARTER THAN THE AVERAGE GUIDE

HBR Guide to

Office Politics

Rise above rivalry

Avoid power games

Build better relationships

By Karen Dillon



**Harvard
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Hbr Guide To Office Politics

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HBR Guide to Office Politics Karen Dillon, 2015 Every organization has its share of political drama Personalities clash Agendas compete Turf wars erupt But you need to work productively with your colleagues even the challenging ones for the good of your organization and your career This guide will teach you how to Build relationships with difficult people gain allies and increase your sphere of influence wrangle resources move up without alienating your colleagues avoid power games and petty rivalries and claim credit when it s due *HBR Guide to Office Politics (HBR Guide Series)* Karen Dillon, 2014-12-09 Don t let destructive drama sideline your career Every organization has its share of political drama Personalities clash Agendas compete Turf wars erupt But you need to work productively with your colleagues even difficult ones for the good of your organization and your career How can you do that without compromising your personal values By acknowledging that power dynamics and unwritten rules exist and navigating them constructively The HBR Guide to Office Politics will help you succeed at work without being a power grabber or a corporate climber Instead you ll cultivate a political strategy that s authentic to you You ll learn how to Gain influence without losing your integrity Contend with backstabbers and bullies Work through tough conversations Manage tensions when resources are scarce Get your share of choice assignments Accept that not all conflict is bad Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges *HBR Guide to Managing Flexible Work (HBR Guide Series)* Harvard Business Review, 2022-05-24 Find a way to work that works for you The 9 to 5 office routine no longer exists Many employees have the option to work anywhere any time But how do you find the flexible arrangement that s right for you And how do you manage a team when they re all working in different places and on different schedules The HBR Guide to Managing Flexible Work is filled with practical tips and advice to help you and your team stay productive and connected no matter when or where you work You ll learn how to Set a flexible work schedule that meets your needs Remain connected and visible Get more done in less time Make the most of hybrid meetings Keep your team engaged both in person and virtually Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges *HBR Guide to Navigating the Toxic Workplace* Harvard Business Review, 2024-01-16 Is your workplace toxic Toxic workplaces take many forms Whether you re dealing with a narcissistic boss a backstabbing colleague endless microaggressions or a culture of overwork and burnout it can feel impossible to know what to do Should you address the issue directly play office politics go to HR or just keep your head down The HBR Guide to Navigating the Toxic Workplace will help you set boundaries and change what you can while maintaining your mental health and self respect through some of the toughest interpersonal challenges you ll face at work You ll learn how to Recognize what s fixable Help bring problems to light Keep your performance up Protect your reputation and your career Prevent a toxic culture from infecting your team

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HBR Guide to Motivating People (HBR Guide Series) Harvard Business Review, 2019-05-28

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HBR Guide to Being More Productive (HBR Guide Series) Harvard Business Review, 2017-06-27

Productivity starts with you. Every day begins with the same challenge: too many tasks on your to-do list and not enough time to accomplish them. Perhaps you tell yourself to just buckle down and get it all done, skip lunch, work a longer day. Maybe you throw your hands up, recognize you can't do it all, and just begin fighting the biggest fire or greasing the squeakiest wheel. And yet you know how good it feels on those days when you're working at peak productivity, taking care of difficult and meaty projects while also knocking off the smaller tasks that have been hanging over your head forever. Those are the times when your day didn't run you; you ran your day. To have more of those days more often, you need to discover what works for you, given your strengths, your preferences, and the things you must accomplish. Whether you're an assistant or the CEO, whether you've been in the workforce for 40 years or are just starting out, this guide will help you be more productive. You'll discover different ways to motivate yourself to work when you really don't want to, take on less but get more done, preserve time for your most important work, improve your focus, make the most of small pockets of time between meetings, set boundaries with colleagues without alienating them, and take time off without tearing your hair out. Arm yourself with the advice you need to succeed on the job with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

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Table of Contents Hbr Guide To Office Politics

1. Understanding the eBook Hbr Guide To Office Politics
 - The Rise of Digital Reading Hbr Guide To Office Politics
 - Advantages of eBooks Over Traditional Books
2. Identifying Hbr Guide To Office Politics
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Hbr Guide To Office Politics
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hbr Guide To Office Politics
 - Personalized Recommendations
 - Hbr Guide To Office Politics User Reviews and Ratings
 - Hbr Guide To Office Politics and Bestseller Lists
5. Accessing Hbr Guide To Office Politics Free and Paid eBooks

- Hbr Guide To Office Politics Public Domain eBooks
- Hbr Guide To Office Politics eBook Subscription Services
- Hbr Guide To Office Politics Budget-Friendly Options
- 6. Navigating Hbr Guide To Office Politics eBook Formats
 - ePub, PDF, MOBI, and More
 - Hbr Guide To Office Politics Compatibility with Devices
 - Hbr Guide To Office Politics Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hbr Guide To Office Politics
 - Highlighting and Note-Taking Hbr Guide To Office Politics
 - Interactive Elements Hbr Guide To Office Politics
- 8. Staying Engaged with Hbr Guide To Office Politics
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hbr Guide To Office Politics
- 9. Balancing eBooks and Physical Books Hbr Guide To Office Politics
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hbr Guide To Office Politics
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Hbr Guide To Office Politics
 - Setting Reading Goals Hbr Guide To Office Politics
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Hbr Guide To Office Politics
 - Fact-Checking eBook Content of Hbr Guide To Office Politics
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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