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As a manager, you're shouldering more and more responsibilities—from maximizing your team's performance to increasing your company's market share to building profitable customer relationships. On top of all that, you need to orchestrate your own time and keep your career on track.

The challenges are stacking up—but you've got less and less time to figure out how to tackle them.

How are you supposed to resolve this dilemma? Happily, help is on the way: the new *Management Tips from the Harvard Business Review*.

This concise, handy guide is packed with quick tips on a broad range of topics, organized into three major skills every manager must master:

- Managing yourself
- Managing your team
- Managing your business

Drawing from HBR's popular *Management Tip of the Day*, the book puts the best management practices and insights, from top thinkers in the field, right at your fingertips. Pick it up any time you have a few minutes to spare, and you'll have a fresh, powerful idea you can immediately put into action.

You may not be able to do much about being time-starved. But with *Management Tips from the Harvard Business Review* as your guide, you'll stand the best chance of succeeding in your role as a manager.

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Editorial Review

Review

Featured on the *CIO Insight* 2011 Fall Reading List.

“...the book provides clarity and focus – which we often forget about when the inbox overflows, fires ignite and deadlines loom.” - Jim Pawlak, nationally syndicated book reviewer

About the Author

Kevin Stillwell is an actor that has voiced a number of audiobooks, including " Careless Love", " Last Train to Memphis", " The First Assassin", " The Millionaire Affair", and others. His film and television credits include "Looper" and "Drop Dead Diva".

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