

The Personal Mba Recommended Reading List 99 Best

A Step-By-Step Guide To Mastering The Skills Taught In America's Top Business Schools
 Two Years of Business School Packed Into One Priceless Book of Pure Awesomeness
 Confessions of a Surgeon
 A 30 Minute Expert Summary
 Ten-day MBA, The, Rev.
 Master the Art of Business
 Master the Art of Business
 What I Didn't Learn in Business School
 Practical Ideas from the Best Brains in Business
 10 Days to Faster Reading
 Who Is Michael Ovitz?
 How to Take Charge, Build Your Team, and Get Immediate Results
 The Good, the Bad, and the Complicated...Life Behind the O.R. Doors
 The Way of the Intelligent Rebel
 Red Thread Thinking: Weaving Together Connections for Brilliant Ideas and Profitable Innovation
 The Corner Office
 How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses
 Work the System
 The New Leader's 100-Day Action Plan
 The Power of Broke
 The Personal MBA
 What a (Very) Young CEO Learned on His Journey Through Silicon Valley
 Lean IT
 The Leader in You
 The Personal MBA 10th Anniversary Edition
 The Motivation Code
 The Ten-Day MBA 4th Ed.
 How Strategy Works in the Real World
 What You Really Need to Know about the Numbers
 The Simple Mechanics of Making More and Working Less (Third Edition)
 The Visual MBA
 A World-class Business Education in a Single Volume
 Thinking, Fast and Slow... in 30 Minutes
 The Personal MBA
 TOP Business School MBA compiled in a Book..with insights, advice, strategies, tips, tools and more that MBA graduates take away
 Your Money: The Missing Manual
 Complete MBA For Dummies
 The Lean Startup
 From the Author of the Udemy. com Course an Entire MBA in 1 Course

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FINN CROSS

A Step-By-Step Guide To Mastering The Skills Taught In America's Top Business Schools Kogan Page Publishers

The 10th anniversary edition of the bestselling foundational business training manual for ambitious readers, featuring new concepts and mental models: updated, expanded, and revised. Many people assume they need to attend business school to learn how to build a successful business or advance in their career. That's not true. The vast majority of modern business practice requires little more than common sense, simple arithmetic, and knowledge of a few very important ideas and principles. The Personal MBA 10th Anniversary Edition provides a clear overview of the essentials of every major business topic: entrepreneurship, product development, marketing, sales, negotiation, accounting, finance, productivity, communication, psychology, leadership, systems design, analysis, and operations management...all in one comprehensive volume. Inside you'll learn concepts such as: The 5 Parts of Every Business: You can understand and improve any business, large or small, by focusing on five fundamental topics. The 12 Forms of Value: Products and services are only two of the twelve ways you can create value for your customers. 4 Methods to Increase Revenue: There are only four ways for a business to bring in more money. Do you know what they are? Business degrees are often a poor investment, but business skills are always useful, no matter how you acquire them. The Personal MBA will help you do great work, make good decisions, and take full advantage of your skills, abilities, and available opportunities--no matter what you do (or would like to do) for a living.

Two Years of Business School Packed Into One Priceless Book of Pure Awesomeness

Currency

Decisions: You make hundreds every day, but do you really know how they are made? When can you trust fast, intuitive judgment, and when is it biased? How can you transform your thinking to help avoid overconfidence and become a better decision maker? Thinking, Fast and Slow ...in 30 Minutes is the essential guide to quickly understanding the fundamental components of decision making outlined in Daniel Kahneman's bestselling book, Thinking, Fast and Slow. Understand the key ideas behind Thinking, Fast and Slow in a fraction of the time: Concise chapter-by-chapter synopses Essential insights and takeaways highlighted Illustrative case studies demonstrate Kahneman's groundbreaking research in behavioral economics In Thinking, Fast and Slow, Daniel Kahneman, best-selling author and recipient of the Nobel Prize in Economics, has compiled his many years of groundbreaking research to offer practical knowledge and insights into how people's minds make decisions. Challenging the standard model of judgment, Kahneman aims to enhance the everyday language about thinking to more accurately discuss, diagnose, and reduce poor judgment. Thought, Kahneman explains, has two distinct systems: the fast and intuitive System 1, and the slow and effortful System 2. Intuitive decision making is often effective, but in Thinking, Fast and Slow Kahneman highlights situations in which it is unreliable--when decisions require predicting the future and assessing risks. Presenting a framework for how these two systems impact the mind, Thinking, Fast and Slow reveals the far-reaching impact of cognitive biases--from creating public policy to playing the stock market to increasing personal happiness--and provides tools for applying behavioral economics toward better decision making. A 30 Minute Expert Summary of Thinking, Fast and Slow Designed for those whose desire to learn exceeds the time they have available, the Thinking, Fast and Slow expert summary helps readers quickly and easily become experts ...in 30 minutes.

[Confessions of a Surgeon](#) Penguin UK

Master the fundamentals, hone your business instincts, and save a fortune in tuition. The consensus is clear: MBA programs are a waste of time and money. Even the elite schools offer outdated assembly-line educations about profit-and-loss statements and PowerPoint presentations. After two years poring over sanitized case studies, students are shuffled off into middle management to find

out how business really works. Josh Kaufman has made a business out of distilling the core principles of business and delivering them quickly and concisely to people at all stages of their careers. His blog has introduced hundreds of thousands of readers to the best business books and most powerful business concepts of all time. In The Personal MBA, he shares the essentials of sales, marketing, negotiation, strategy, and much more. True leaders aren't made by business schools--they make themselves, seeking out the knowledge, skills, and experiences they need to succeed. Read this book and in one week you will learn the principles it takes most people a lifetime to master.

A 30 Minute Expert Summary Penguin

Sharing the essentials of sales, marketing, negotiation, strategy, and much more, the creator of PersonalMBA.com shows readers how to master the fundamentals, hone their business instincts, and save a fortune in tuition.

[Ten-day MBA, The, Rev.](#) Penguin

Lippincott CoursePoint is the only integrated digital curriculum solution for nursing education. CoursePoint provides a completely integrated and adaptive experience, all geared to help students understand, retain, and apply their course knowledge and be prepared for practice. CoursePoint is structured in the way that students study, providing them the content exactly where and when they need it for a more effective learning experience. The powerful integration of adaptive learning, powered by prepU, with the premium digital course content provides a personalized learning experience that drives students to immediate remediation in their course content and allowing instructors and students assess their progress in real-time. The digital textbook is downloadable, so students will have perpetual access to this content. "

[Master the Art of Business](#) Harvard Business Press

Keeping your financial house in order is more important than ever. But how do you deal with expenses, debt, taxes, and retirement without getting overwhelmed? This book points the way. It's filled with the kind of practical guidance and sound insights that makes J.D. Roth's GetRichSlowly.org a critically acclaimed source of personal-finance advice. You won't find any get-rich-quick schemes here, just sensible advice for getting the most from your money. Even if you have perfect credit and no debt, you'll learn ways to make your rosy financial situation even better. Get the info you need to make sensible decisions on saving, spending, and investing Learn the best ways to set and achieve financial goals Set up a realistic budget framework and learn how to track expenses Discover proven methods to help you eliminate debt Understand how to use credit wisely Win big by making smart decisions on your home and other big-ticket items Learn how to get the most from your investments by avoiding rash decisions Decide how -- and how much -- to save for retirement

[Master the Art of Business](#) Macmillan

The Finance Book will help you think and manage like a financial strategist. Written specifically for non-finance professionals, it will give you all you need to know to manage your business more effectively and think more strategically. It will help you to: Have the confidence to read and interpret financial statements Ask the right questions about financial performance Apply important financial tools and ratios Learn how to think financially and make better strategic financial decisions Covering business finance, accounting fundamentals, budgeting, profitability and cash management, you'll find the tools you need in order to make the best financial decisions for your business. 'Essential reading for any non-finance professional. This is an easy to read and practical guide to the world of finance.' Paul Herman, Group CEO, Bluebox Corporate Finance 'A really helpful, well organised and easy to understand primer and reference book for those who aren't accountants but still need to understand the accounts.' Roger Siddle, Chairman, Cordium Group 'A great book. At last, a guide that demystifies and encourages business owners to practically understand financial matters. A must read.' Gordon Vater CEO, Riig Limited

[What I Didn't Learn in Business School](#) Houghton Mifflin

Forget the 10,000 hour rule— what if it's possible to learn the basics of any new skill in 20 hours or

less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills—time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In *The First 20 Hours*, Josh Kaufman offers a systematic approach to rapid skill acquisition— how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches: Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, *The First 20 Hours* will help you pick up the basics of any skill in record time . . . and have more fun along the way.

Practical Ideas from the Best Brains in Business Greenleaf Book Group

Olivier Roland offers an inspiring road map to help readers get more out of life as an 'Intelligent Rebel' and find success and fulfilment by breaking out of the system. Do you dream of a less stressful life? Join the Intelligent Rebels and discover how to achieve success in business AND create freedom to live life to the full. Perhaps you're stuck in the commute-work-sleep cycle and want to get more out of life. Or you feel as though your life is missing something. Olivier Roland can help. He guides you on the pathway to identifying, embracing and sharing your ultimate purpose - your 'raison d'être'. *The Way of the Intelligent Rebel* will encourage you to think outside the box, understand the limitations of conventional schooling, engage in life-long learning, throw yourself into a project dear to your heart and live a worthwhile and rewarding life while adding value to society. Based on personal experience, research into thousands of entrepreneurs and over 400 scientific studies, Olivier will show you how to:

- Transform your life into an adventure and walk your own path in the world
- Have a career that serves your life, instead of your life constantly serving your career
- Understand why and how the modern education system is flawed and not designed with everyone in mind
- Turn your perceived 'weaknesses' into strengths and embrace your individuality
- Flourish, add value to the world and enjoy every second! This book will help you realize your full potential, embrace your creativity and shape your own journey to success. Find delight in your vibrant, enriching life right here, right now and make the world a better place. What are you waiting for?

10 Days to Faster Reading Harper Collins

Ben Casnocha discovered he was entrepreneur at age 12 and hasn't slowed down since. In this remarkably instructive book, Ben dissects the entrepreneurship "gene," explaining that everyone has inherited it if they have an idea to make the world a better place. In Casnocha's case, he found a better way for city governments to communicate with constituents on the Web. Six years later, Comcate has dozens of municipal clients, a growing staff, and a record of excellence. This book is the story of his start-up, but also a conversation with his mentors, clients and fellow entrepreneurs about how to make a business idea work?and how to have the time of your life trying. From Pat Lencioni to Marc Benioff of salesforce.com, Ben has won over the best and brightest of the business world?now it's your turn!

Who Is Michael Ovitiz? Harvard Business Review Press

Want to get an MBA? *The Complete MBA For Dummies*, 2nd Edition, is the practical, plain-English guide that covers all the basics of a top-notch MBA program, helping you to navigate today's most innovative business strategies. From management to entrepreneurship to strategic planning, you'll understand the hottest trends and get the latest techniques for motivating employees, building global partnerships, managing risk, and manufacturing. This fun, easy-to-access guide is full of useful information, tips, and checklists that will help you lead, manage, or participate in any business at a high level of competence. You'll find out how to use databases to your advantage, recognize and reward your employees, analyze financial statements, and understand the challenges of strategic planning in a global business environment. You'll also learn the basic principals of accounting, get a grip on the concepts behind stocks and bonds, and find out how technology has revolutionized everything from manufacturing to marketing. Discover how to: Know and respond to your customers' needs Handle budgets and forecasts Recruit and retain top people Establish and run employee teams Use Sarbanes-Oxley to your company's advantage Negotiate with the best of them Build long-term relationships with clients Avoid common managerial mistakes Improve cash flow Market your products and services Make the most of your advertising dollar Once you know what an MBA knows, the sky's the limit. Read *The Complete MBA For Dummies*, 2nd Edition, and watch your career take off!

How to Take Charge, Build Your Team, and Get Immediate Results Harvard Business Press

The Personal MBAA World-class Business Education in a Single Volume Penguin UK

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The Good, the Bad, and the Complicated...Life Behind the O.R. Doors Hay House, Inc

An illustrated "instant MBA" degree presented in an engaging, sketch notes-style that covers all the main concepts taught in a traditional business school program--at a fraction of the cost.

The Way of the Intelligent Rebel Harper Collins

The 10th anniversary edition of the bestselling foundational business training manual for ambitious readers, featuring new concepts and mental models: updated, expanded, and revised. Many people assume they need to attend business school to learn how to build a successful business or advance in their career. That's not true. The vast majority of modern business practice requires little more than common sense, simple arithmetic, and knowledge of a few very important ideas and principles. *The Personal MBA 10th Anniversary Edition* provides a clear overview of the essentials of every major business topic: entrepreneurship, product development, marketing, sales, negotiation, accounting, finance, productivity, communication, psychology, leadership, systems design, analysis, and operations management...all in one comprehensive volume. Inside you'll learn concepts such as: The 5 Parts of Every Business: You can understand and improve any business, large or small, by focusing on five fundamental topics. The 12 Forms of Value: Products and services are only two of the twelve ways you can create value for your customers. 4 Methods to Increase Revenue: There are only four ways for a business to bring in more money. Do you know what they are? Business degrees are often a poor investment, but business skills are always useful, no matter how you acquire them. *The Personal MBA* will help you do great work, make good decisions, and take full advantage of your skills, abilities, and available opportunities--no matter what you do (or would like to do) for a living.

Red Thread Thinking: Weaving Together Connections for Brilliant Ideas and Profitable

Innovation McGraw Hill Professional

Learn an entire MBA course without spending thousands and waving goodbye to two years of your life. If you want to succeed in business then an MBA programme is the best way to build expertise, knowledge and experience. But an MBA programme at any top school is an enormous investment in time, effort and money. In *The Visual MBA*, Jason Barron offers a radical solution, explaining all key business school concepts through illustrations. When Barron started his MBA course, he decided to draw all his notes so that other people could benefit from them. And it's a good thing he did, because research shows that more than 65% of us are visual learners and that our brains process illustrations 60,000 times faster than text. From Marketing, Ethics and Accounting to Organisational Behaviour, Finance, Operations and Strategy, *The Visual MBA* distils the most important principles of an MBA into an accessible, informative and easily-digestible guide. Jason Barron is a product manager and illustrator who helps people realise their creative ideas through visual learning. He spent 516 hours in class and countless hours studying at home completing his MBA. Along the way, rather than taking notes that he would never read again, Jason created sketchnotes for each class and has turned them into an interesting and engaging resource so that you don't have to sit through another class again!

The Corner Office LWW

"In this essential guide, Karen Berman and Joe Knight customize the approaches and insights from their acclaimed book *Financial Intelligence* specifically for entrepreneurs. The authors not only demystify common financial terms and tools, they also show how you can use this knowledge to gauge your company's performance and make better decisions."--Back cover.

Penguin

The best minds in business—at your service *MBA in a Box* brings together some of the best brains in business who show how the core curriculum of an MBA program works in the real world. People like Michael Porter, Rosabeth Moss Kanter, Adrian J. Slywotzky, Warren Bennis, and Bill George give you a box full of ideas and tools that can boost your career and help you add value to your organization. For example:

- Why finance is not just about manipulating numbers but of immense importance in sustaining growth, building widespread wealth, and creating jobs.
- The profit zone and how to tell if a business is in one.
- The skill of turning an idea or invention into a product that solves a problem for a market.
- Merging the need of business to produce and grow with the environment so they are both sustained.
- The latest thinking in marketing about branding, pricing, reversing a product's life cycle, and turning what has become a commodity into a specialty.
- And much more.

How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses Penguin UK

Real stories. Real trends. Real crimes. A group of teens traffic drugs between Mexico and California in this start to the brand-new Simon True series. It's 1971 in Coronado, a small southern California beach town. For seventeen-year-old Eddie Otero, a skilled waterman and avid surfer, life is simple. Then a friend makes him an offer: Swim an illicit package across the border from Mexico. The intense workout is dangerous. Thrilling. Lucrative. And the beginning of a small business. When the young entrepreneurs involve their former high school Spanish teacher, the smuggling adventure grows into a one hundred million dollar global operation. Soon they become fugitives. Living on the edge, they vow to return to their normal lives—right after one last run...

Work the System Currency

The "Corner Office" columnist and head of a Pulitzer Prize-winning national reporting team draws on the insights of such leading CEOs as Microsoft's Steve Ballmer, Yahoo's Carol Bartz and DreamWorks's Jeffrey Katzenberg to identify proven leadership principles as well as the qualities that CEOs most value in their employees. 40,000 first printing.

The New Leader's 100-Day Action Plan Can Akdeniz

Outlines a revisionist approach to management while arguing against common perceptions about the inevitability of startup failures, explaining the importance of providing genuinely needed products and services as well as organizing a business that can adapt to continuous customer feedback.