



# Managing Your Business (A Crash Course for Entrepreneurs)

*Scott L. Girard, Michael F. O'Keefe, Marc A. Price*

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You may be a one-person band, the only manager in your company, or the manager of other managers in a larger company. Whatever size your business, having a strong grounding in the thinking and practices of effective managers and leaders will make you more effective. In this essential guide, you'll learn how to:

- \* Create a vibrant office culture.
- \* Make meetings really work (and kill those that don't).
- \* Cut costs and spend wisely.
- \* Hire and motivate the best employees

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