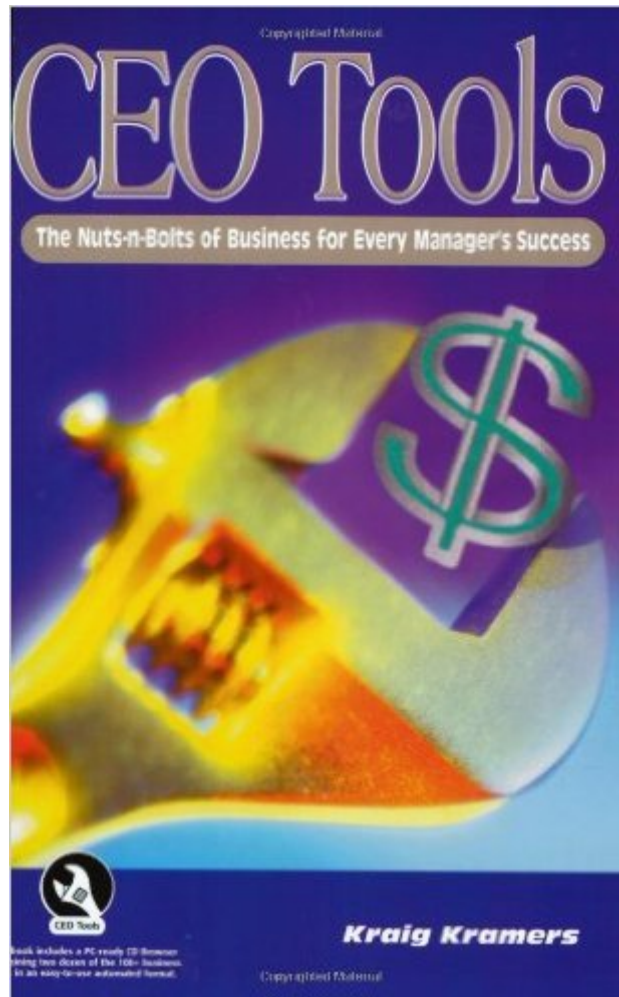


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# CEO Tools: The Nuts-N-Bolts For Every Manager's Success (Book & CD)



## Synopsis

CEO Tools is truly the book which will lead to every manager's success, with praise coming from Ken Blanchard and the former CEOs of Pier 1 Imports, Athlete's Foot, and Crown Books. It's a quick read and includes a CD with 24 of the 150 business tools in ready-to-use computer format. This book makes managers more successful.

## Book Information

Paperback: 270 pages

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Average Customer Review: 4.5 out of 5 stars Â Â See all reviews Â (20 customer reviews)

Best Sellers Rank: #366,519 in Books (See Top 100 in Books) #95 in Â Books > Business & Money > Processes & Infrastructure > Office Management #328 in Â Books > Business & Money > Management & Leadership > Management Science #2901 in Â Books > Business & Money > Investing

## Customer Reviews

Most business books tend to be long on theory and short on implementation techniques. Not so with "CEO Tools: The Nuts-n-Bolts of Business for Every Manager's Success." This new release not only offers more than a hundred practical ideas for becoming a better CEO or manager, it actually gives you the tools to do so through an attached CD-ROM. If a particular management tool or technique happens to strike your fancy, you can download a form or template and start using the tool in your business the very same day. Kramers believes that running a successful company requires using a variety of tools as part of an organized, disciplined management process. His process consists of seven discrete steps: 1) Use goals to motivate employees, 2) Communicate to get meaningful results, 3) Track performance, 4) Anticipate the future and realize it, 5) Place and coach winners, 6) Organize yourself and others, and 7) Celebrate success. Using this model as a framework, Kramers organizes "CEO Tools" around these essential steps. Each chapter contains an eclectic mix of ideas, tools and management practices for getting more out of employees and improving bottom line results. While many business books would stop here, Kramers takes it to the next level by offering

numerous practical tips and techniques for implementing these principles. What really sets "CEO Tools" apart from other business books, however, is the companion CD-ROM (tucked inside the back cover) that contains more than two dozen forms, charts, spreadsheets and tracking templates. These easily downloadable tools enable you to immediately put Kramers' goal setting and other management concepts to work in your business, using your data and your key indicators.

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