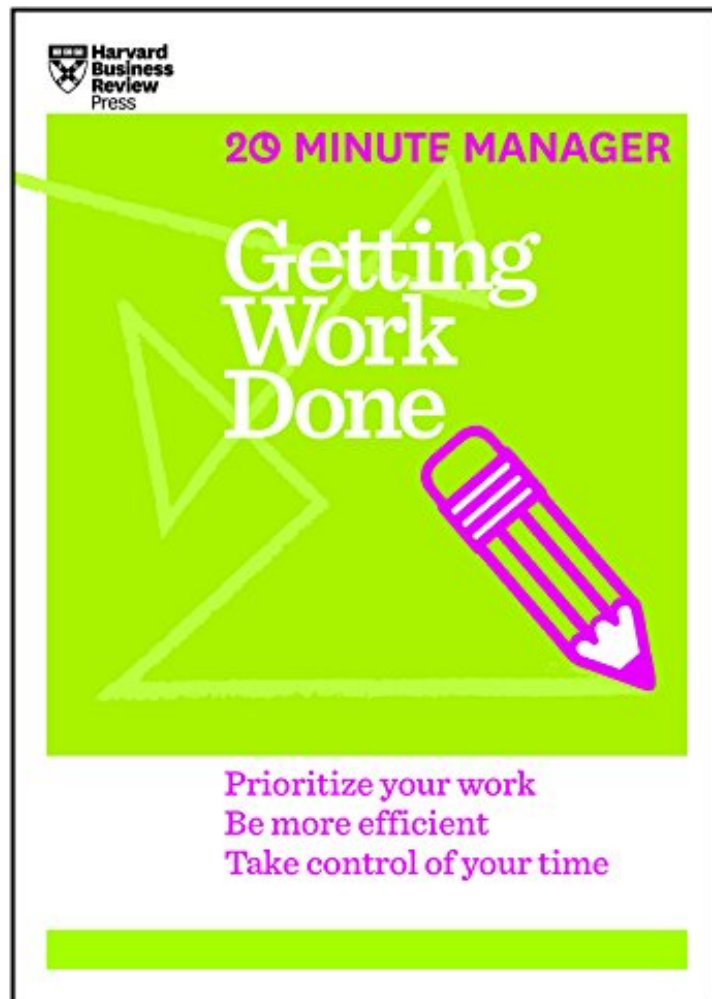


[Free] Getting Work Done (HBR 20-Minute Manager Series) (20 Minute Manager)

## Getting Work Done (HBR 20-Minute Manager Series) (20 Minute Manager)

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0 of 0 people found the following review helpful. Five Stars By dsj0102 Good for just the quick reprioritization of work tasks. 3 of 4 people found the following review helpful. Good information but not worth the cost. By C. Ogburn The information was good but I don't think it was worth the cost. You could google and probably find similar tips. 0 of 1 people found the following review helpful. is excellent and briefly runs through what you need to know By shelley manning This little book is excellent and briefly runs through what you need to know. You can take it with you and

review if needed. I have started using some of its recommendations.

Overwhelmed by the sheer volume of work you need to accomplish? Being pulled in different directions by competing priorities? Getting Work Done runs you through the basics of being more productive at work. You'll learn to: Align your schedule with your priorities Focus your attention and avoid distractions Create effective daily routines Set boundaries and learn to say no Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

About the Author For over 30 years, Bob has worked with Senior Executive Teams and Boards on their most vital strategic and organizational challenges, both as a consultant and a corporate executive. He is considered one of the world's leading strategic facilitators, having designed and conducted offsites in sixteen countries with companies ranging from Fortune 10 multinationals to German mittelstand family businesses. Bob is the author of four Harvard Business articles: Off-Sites That Work (June 2006, co-authored with Logan Chandler), When Teams Can't Decide (November 2008), Who Really Makes The Big Decisions in Your Company? (December 2011), and Leadership Summits That Work (March 2015, co-authored with Cary Greene). HBR named When Teams Can't Decide one of ten 'must read' articles on teams