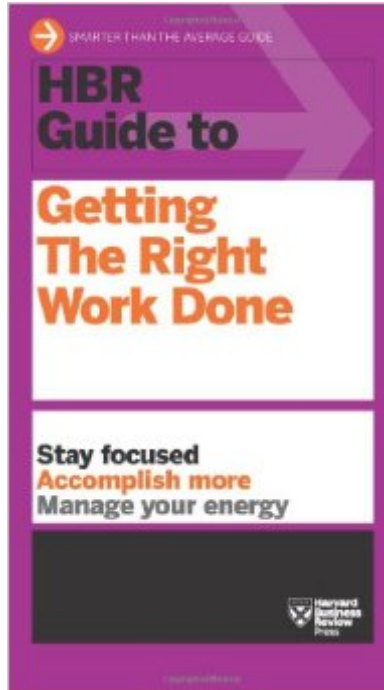


The book was found

HBR Guide To Getting The Right Work Done (HBR Guide Series)



Synopsis

IS YOUR WORKLOAD SLOWING YOU—AND YOUR CAREER—DOWN?Your inbox is overflowing. Youâ™re paralyzed because you have too much to do but donâ™t know where to start. Your to-do list never seems to get any shorter. You leave work exhausted but have little to show for it.Itâ™s time to learn how to get the right work done.In the HBR Guide to Getting the Right Work Done, youâ™ll discover how to focus your time and energy where they will yield the greatest reward. Not only will you end each day knowing you made progress—your improved productivity will also set you apart from the pack.Whether youâ™re a new professional or an experienced one, this guide will help you:• Prioritize and stay focused• Work less but accomplish more• Stop bad habits and develop good ones • Break overwhelming projects into manageable pieces• Conquer e-mail overload • Write to-do lists that really work

Book Information

Series: HBR Guide

Paperback: 208 pages

Publisher: Harvard Business Review Press (October 2, 2012)

Language: English

ISBN-10: 142218711X

ISBN-13: 978-1422187111

Product Dimensions: 0.8 x 5 x 9 inches

Shipping Weight: 8 ounces (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 starsÂ Â See all reviewsÂ (24 customer reviews)

Best Sellers Rank: #146,121 in Books (See Top 100 in Books) #214 inÂ Books > Business & Money > Skills > Time Management

Customer Reviews

This is one of the first volumes in a new series of anthologies of articles previously published in Harvard Business Review, in this instance 27 of them, in which their authors share their insights concerning a major business subject, in this instance getting the right work done.As is also true of volumes in other such series, notably HBR Essentials, HBR Must Reads, and HBR Management Tips, HBR Guides offer great value in several ways. Here are two: Cutting-edge thinking from 25-30 sources in a single volume at a price (about \$12.50 from in the bound version) for a fraction of what article reprints would cost.The material in this volume is organized within nine sections. All of it is of

outstanding quality and value. Some of it is of special interest to me, as indicated:

- o Section 1: GET STARTED
- o Of Special Interest: "Being More Productive, An Interview with David Allen and Tony Schwartz" Do you need the right system or the right frame of mind?, conducted by David McGinn (Pages 23-31)
- o Section 2: PRIORITIZE YOUR WORK
- o Of Special Interest: "Get a Raise by Getting the Right Work Done" Focus on the work that will bring the greatest reward -- for your organization and for you, Peter Bregman (35-38)
- o Section 3: ORGANIZE YOUR TIME
- o Of Special Interest: "Stop Procrastinating -- Now" Five tips for breaking this [some believe] bad habit, Amy Gallo (53-56)
- o Section 4: DELEGATE EFFECTIVELY
- o Of Special Interest: "Management Time: Who's Got the Monkey?" Delegate, Delegate, Delegate, William Oncken, Jr. and Donald L. Wass, with a commentary by Stephen R.

[Download to continue reading...](#)

HBR Guide to Getting the Right Work Done (HBR Guide Series) HBR Guide to Project Management (HBR Guide Series) HBR Guide to Persuasive Presentations (HBR Guide Series) (Harvard Business Review Guides) HBR Guide to Better Business Writing (HBR Guide Series) HBR Guide to Persuasive Presentations (HBR Guide Series) The Effective Executive: The Definitive Guide to Getting the Right Things Done (Harperbusiness Essentials) The Effective Executive: The Definitive Guide to Getting the Right Things Done Getting Organized in the Google Era: How to Get Stuff out of Your Head, Find It When You Need It, and Get It Done Right Consumer Reports Life Insurance Handbook: How to Buy the Right Policy from the Right Company at the Right Price The Rational Project Manager: A Thinking Team's Guide to Getting Work Done Sketching User Experiences: Getting the Design Right and the Right Design (Interactive Technologies) Stop Staring: Facial Modeling and Animation Done Right Evernote for Your Productivity - The Beginner's Guide to Getting Things Done with Evernote or How to Organize Your Life with Notetaking and Archiving: ... Evernote Bible, Evernote Notebook) OneNote: OneNote User Guide to Getting Things Done: Setup OneNote for GTD in 5 Easy Steps (OneNote & David Allen's GTD (2015)) OneNote: OneNote Essential User Guide to Getting Things Done on OneNote: Setup OneNote for GTD in 5 Easy Steps (OneNote & David Allen's GTD (2015)) To-Do List Makeover: A Simple Guide to Getting the Important Things Done (Productive Habits Book 2) Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done (time management, procrastination, productivity, ... successful people, efficiency, schedule) Start-Up City: Inspiring Private and Public Entrepreneurship, Getting Projects Done, and Having Fun Getting Things Done: The Art of Stress-Free Productivity by David Allen - Book Summary MAKE IT HAPPEN in Ten Minutes a Day: The Simple, Lifesaving Method for Getting Things Done

