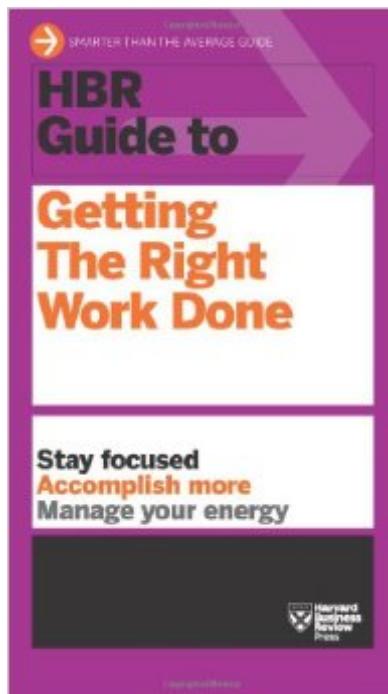


The book was found

# 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. You're paralyzed because you have too much to do but don'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. It's time to learn how to get the right work done. In the HBR Guide to Getting the Right Work Done, you'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 you'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

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## 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 STARTEDOf 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 WORKOf 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 TIMEOf Special Interest: "Stop Procrastinating -- Now" Five tips for breaking this [some believe] bad habit, Amy Gallo (53-56)
- Section 4: DELEGATE EFFECTIVELYOf 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.

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