

20 MINUTE MANAGER

# Getting Work Done



Prioritize your work  
Be more efficient  
Take control of your time

# Getting Work Done Hbr 20 Minute Manager Series

**Harvard Business Review**



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Getting Work Done Harvard Business Review, 2014 There's always more work to be done. How do you make sure you'll finish your most important tasks and make progress in your key projects by the end of the day? This book runs you through the basics of prioritizing your work, staying focused, delegating tasks, and using technology to help you get more done.

**Getting Work Done (HBR 20-Minute Manager Series)**, 2014-10-28 Managing Time Harvard Business Review, 2014 Managing time quickly walks you through the basics, assess how you spend your time now, prioritize your tasks, plan the right time to work on each one, and avoid procrastination and interruptions. HBR 20-Minute Manager Boxed Set (10 Books) (HBR 20-Minute Manager Series) Harvard Business Review, 2015-05-05 A curated collection of the business basics to fuel your success. You'll get up to speed fast on the most essential business skills with this set of concise practical primers. Finance Basics explains the fundamentals of corporate finance and its jargon. Running Meetings gives you the tools and checklists you need to keep your meetings effective and efficient. Presentations helps you create and deliver a persuasive performance fast. Managing Projects shows you how to set up and execute on a project plan. Managing Time helps you to figure out where all the minutes of your day are going and how to get them under control. Getting Work Done helps you to use each of those minutes more productively. Creating Business Plans shows you how to present the risks and rewards of your idea. Managing Up helps you to build your relationship with your boss. Delegating Work shows you how to hand work off right and Giving Effective Feedback teaches you how to make potentially difficult confrontations and turn them into productive conversations. This 10-volume specially priced boxed set makes a perfect gift for aspiring leaders who are short on time but need advice fast. 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. **Getting Work Done (HBR 20-Minute Manager Series)** Harvard Business Review, 2014-10-21 Master the art of workplace productivity. 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. **The HBR Essential 20-Minute Manager Collection (5 Books) (HBR 20-Minute Manager Series)** Harvard Business Review, 2017-11-07 Whether you're starting out in your career or just want a refresher

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*Delegating Work* Harvard Business Review,2014 You know you need to delegate some of your work so that you have time to focus on the things that require your expertise But it s not easy to do Delegating Work quickly

walks you through the fundamentals of Establishing a productive environment Assigning the right work to the right people Conducting an effective hand off meeting Monitoring without micromanaging 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 *The Harvard Business Review Manager's Handbook* Harvard Business Review, 2016-12-13 The one primer you need to develop your managerial and leadership skills Whether you're a new manager or looking to have more influence in your current management role the challenges you face come in all shapes and sizes a direct report's anxious questions your boss's last minute assignment of an important presentation or a blank business case staring you in the face To reach your full potential in these situations you need to master a new set of business and personal skills Packed with step by step advice and wisdom from Harvard Business Review's management archive the HBR Manager's Handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees trust The book's brief sections allow you to home in quickly on the solutions you need right away or take a deeper dive if you need more context Keep this comprehensive guide with you throughout your career and be a more impactful leader in your organization In the HBR Manager's Handbook you'll find Step by step guidance through common managerial tasks Short sections and chapters that you can turn to quickly as a need arises Self assessments throughout Exercises and templates to help you practice and apply the concepts in the book Concise explanations of the latest research and thinking on important management skills from Harvard Business Review experts such as Dan Goleman Clayton Christensen John Kotter and Michael Porter Real life stories from working managers Recaps and action items at the end of each chapter that allow you to reinforce or review the ideas quickly The skills covered in the book include Transitioning into a leadership role Building trust and credibility Developing emotional intelligence Becoming a person of influence Developing yourself as a leader Giving effective feedback Leading teams Fostering creativity Mastering the basics of strategy Learning to use financial tools Developing a business case

**Harvard Business Review Manager's Handbook** Harvard Business Review, 2016-12-13 The one primer you need to develop your managerial and leadership skills Whether you're a new manager or looking to have more influence in your current management role the challenges you face come in all shapes and sizes a direct report's anxious questions your boss's last minute assignment of an important presentation or a blank business case staring you in the face To reach your full potential in these situations you need to master a new set of business and personal skills Packed with step by step advice and wisdom from Harvard Business Review's management archive the HBR Manager's Handbook provides best practices on topics from understanding key financial statements and the fundamentals of strategy to emotional intelligence and building your employees trust The book's brief

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**Successful Writing and Speaking: The Communication Collection (9 Books)** Harvard Business Review, Nancy Duarte, Bryan A. Garner, Holly Weeks, Jeff Weiss, 2016-09-20. This Harvard Business Review digital collection will give you the confidence and tools you need to write and speak successfully. It includes the HBR Guide to Persuasive Presentations by presentation expert Nancy Duarte, the HBR Guide to Better Business Writing by writing expert Bryan A. Garner, the HBR Guide to Negotiating by negotiation expert Jeff Weiss, Failure to Communicate by consultant and coach Holly Weeks, as well as HBR's 10 Must Reads on Communication: Giving Effective Feedback, Running Meetings, How to Run a Meeting, and Managing Difficult Interactions.

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**HBR Guide to Getting the Right Work Done** Harvard Business Review Press, 2012. Resource added for the Leadership Development program 101961.

**Running Meetings** Harvard Business Review, 2014. Whether you're new to running meetings or a seasoned executive with no time to waste, leading effective and even pleasant meetings is a must. *Running Meetings* guides you through the basics of crafting a

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*Delegating Work (HBR 20-Minute Manager Series)* , 2014-06-03 **Managing Up (HBR 20-Minute Manager Series)** Harvard Business Review, 2014-02-18 Manage your most important workplace relationship Your boss plays an important role in your career So how do you navigate this delicate significant professional relationship without playing political games or compromising your character Managing Up offers concise expert tips on Understanding your manager s priorities and pressures Setting a positive tone for the relationship Managing expectations and egos Earning trust and respect 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 *HBR 20-Minute Manager Series* , 2014 **The Virtual Manager Collection (3 Books) (HBR 20-Minute Manager Series)** Harvard Business Review, 2016-07-12 Learn how to work productively from anywhere Today we have greater control over where and when we work As our businesses spread across the world and technology makes it easy to do our jobs from anywhere there s Wi Fi more of us have the option to go remote But that doesn t mean we re good at it Whether you re calling in from a home office every day or one of your team members occasionally logs in from the quiet car on a train distance can make collaboration more difficult Remote work gives teams flexibility and options but when you re not face to face with colleagues it s difficult to set and manage expectations deal with inevitable tech glitches keep your people and yourself motivated and engaged and infuse warmth and personality into the blunt communication tools you re using The Virtual Manager Collection gives you the solutions you need to be productive whether you re managing a team a project or just your own work This specially priced three volume set includes Virtual Collaboration Running Virtual Meetings and Leading Virtual Teams Tips and strategies cover Getting your technology up and running and keeping it there

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