

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**



## **Getting Work Done Hbr 20 Minute Manager Series:**

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

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**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 *Presentations (HBR 20-Minute Manager Series)* Harvard Business Review,2014-02-18 Deliver powerful presentations that impress and move your audience Feeling stressed about your upcoming presentation Whether you re nervous about how you ll organize your thoughts or how you ll articulate them on the big day Presentations provides the quick guidelines and expert tips you need to Craft your message Prepare and rehearse effectively Engage your audience Manage Q A sessions 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

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