



## Getting Work Done: Prioritize Your Work, be More Efficient, Take Control of Your Time (Paperback)

---

By -

Harvard Business School Publishing, United States, 2014.  
Paperback. Book Condition: New. 172 x 126 mm. Language: English . Brand New Book. 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.



**READ ONLINE**  
[ 7.83 MB ]

### Reviews

*A top quality ebook and also the font employed was interesting to read. This is for those who statte there was not a worth studying. Your life span will probably be enhance when you total looking at this ebook.*

-- **Billy Christiansen**

*Extensive information! Its this type of excellent study. I have read and i am sure that i will gonna go through yet again once more down the road. Once you begin to read the book, it is extremely difficult to leave it before concluding.*

-- **Aliyah Mayer**