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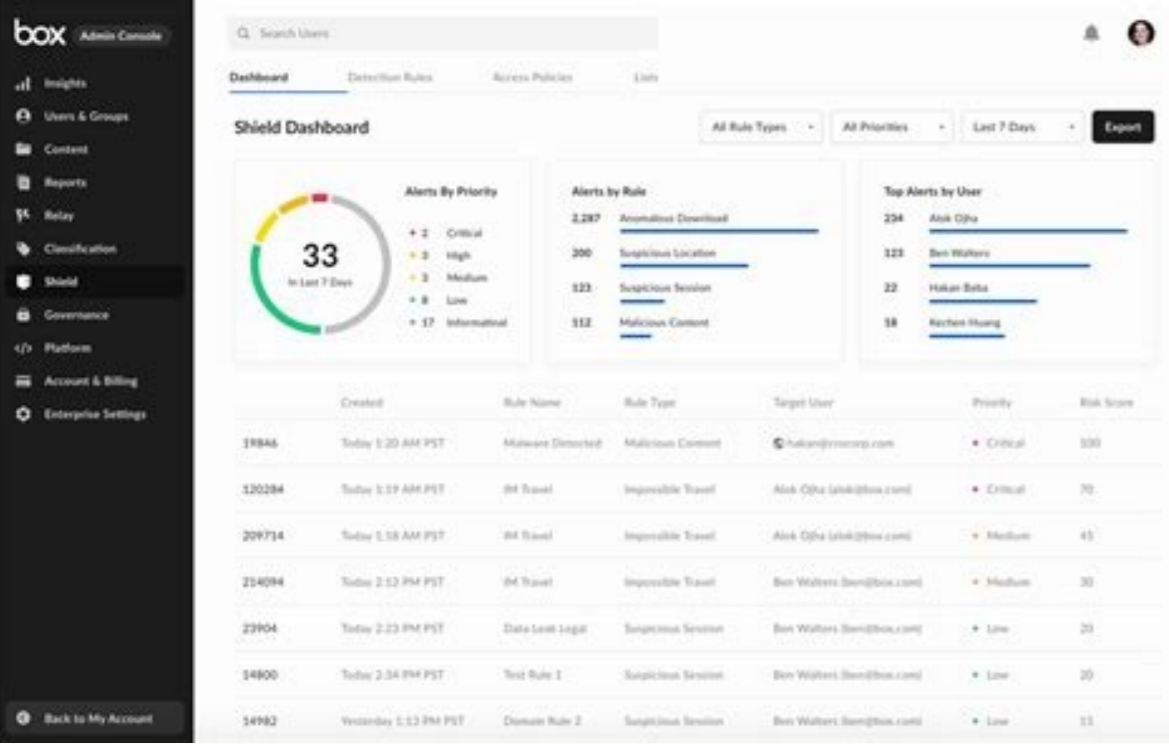
# Hbr guide to getting the right work done pdf files s



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But picking the right projects and staying on task and motivated can be overwhelming. Maybe you procrastinate. Library of Congress Cataloging-in-Publication Data HBR guide to getting the right work done. Once that tactic has had an impact on your work, repeat the process. A few days before Thanksgiving, Brad flew from Boston to Los Angeles with his family. Once we admit that we aren't going to get it all done, we're in a much better position to make explicit choices about what we are going to do. Face it: You're a limited resource. There are two main challenges in doing the right things: identifying what they are and then doing them. During the five-hour flight, he decided not to use the plane's Internet access, choosing to play with his children instead, or its affiliates (No reviews yet) Write a Review Quantity price applied (No reviews yet) Write a Review Item: #10128 Weight: 1.00 LBS Author: Harvard Business Review Best Seller: FALSE Breadcrumb Series: HBR Guides Classic: FALSE Copyright Perm Flag: FALSE Educator Message Flag: FALSE Exclusive: FALSE Pages: 208 Primary Category: Press Book Publish Date: September 07, 2016 Publish Date Range: Older than 24 months Special Value: FALSE Subcategory: Leadership & Managing People Subject: Leadership & Managing People Format Type Filter: Ebook Related Topics: Personal productivity SubjectList: Personal productivity Upsell Bundle: TRUE Upsell Bundle IDs: 75263 Upsell Bundle Label: This item also appears in: Item: #10128 Pages: 208 Publication Date: September 07, 2016 Publication Date: September 07, 2016 Is your workload slowing you—and your career—down? If you'd like to purchase multiple copies of this Ebook and its accompanying tools to share with your team or learn more about volume discounts for organizations, please contact Lindsey.Dietrich@harvardbusiness.org. Related Topics: Newsletter Promo Summaries and excerpts of the latest books, special offers, and more from Harvard Business Review Press. Rituals. Decision making. Avoiding big, hairy projects? Which, of course, means we need to know what our priorities are. You're paralyzed because you have too much to do but don't know where to start. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges. What You'll Learn Are you paralyzed by the pile of projects on your plate? II. HD69T54.H374 2012 650.11—dc23 2012022983 eBook development by eBook Architects The paper used in this publication meets the requirements of the American National Standard for Permanence of Paper for Publications and Documents in Libraries and Archives Z39.48-1992. Maybe the rituals you're using aren't working. Your inbox is overflowing. I am not. It's time to learn how to get the right work done. BY PETER BREGMAN 2. Nine Things Successful People Do Differently It's not who you are; it's what you do BY HEIDI GRANT HALVORSON 3. Being More Productive: An Interview with David Allen and Tony Schwartz Do you need the right system or the right frame of mind? Take this three-minute quiz (see How well do you manage distraction?) to discover where you're distracting yourself the most. Has fear of delegation buried you in administrivia? I. The idea that we can get it all done is the biggest myth in time management. On the other hand, acknowledging it can be tremendously empowering. (No reviews yet) Write a Review Quantity price applied (No reviews yet) Write a Review Item: #11153 Weight: 1.00 LBS Author: Harvard Business Review Best Seller: FALSE Breadcrumb Series: HBR Guides Classic: FALSE Copyright Perm Flag: FALSE Educator Message Flag: FALSE Exclusive: FALSE Pages: 208 Primary Category: Press Book Publish Date: October 09, 2012 Publish Date Range: Older than 24 months Special Value: FALSE Subcategory: Leadership & Managing People Subject: Leadership & Managing People Format Type Filter: Paperback/Softbound Format Type Filter: Ebook Related Topics: Personal productivity SubjectList: Personal productivity Item: #11153 Pages: 208 Publication Date: October 09, 2012 Publication Date: October 09, 2012 IS YOUR WORKLOAD SLOWING YOU—AND YOUR CAREER—DOWN? You can't possibly tackle every task that awaits you. You might be the kind of person who can read through a book like this, full of great advice, and implement it all at once. 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. This guide will help by offering a range of accessible tools so you can sample them and see what works for you. The titles include: HBR Guide to Better Business Writing HBR Guide to Finance Basics for Managers HBR Guide to Getting a Job HBR Guide to Getting the Mentoring You Need HBR Guide to Getting the Right Work Done HBR Guide to Giving Effective Feedback HBR Guide to Making Every Meeting Matter HBR Guide to Managing Stress HBR Guide to Managing Up and Across HBR Guide to Persuasive Presentations HBR Guide to Project Management HBR Guide to Getting the Right Work Done HARVARD BUSINESS REVIEW PRESS Boston, Massachusetts Copyright 2012 Harvard Business School Publishing Corporation All rights reserved Printed in the United States of America 10 9 8 7 6 5 4 3 2 1 No part of this publication may be reproduced, stored in or introduced into a retrieval system, or transmitted, in any form, or by any means (electronic, mechanical, photocopying, recording, or otherwise), without the prior permission of the publisher, and how you can, too BY TONY SCHWARTZ Section 7: TAKE CONTROL OF YOUR E-MAIL 24. Simplify Your E-mail Three folders will do it BY GINA TRAPANI 25. Eight E-mail Overload Experiments Don't be afraid to be extreme BY ALEXANDRA SAMUEL Section 8: MAINTAIN YOUR NEW APPROACH 26. Sustaining Your Productivity System You've become productive! Now keep it up BY ALEXANDRA SAMUEL Section 9: EXPLORE FURTHER 27. More Productivity Books to Explore Summaries of three popular titles by Covey, Morgenstern, and Allen BY ILAN MOCHARI 28. Productivity Apps and Tools Tech tools to keep you on track Index Section 1 Get Started Chapter 1 You Can't Get It All Done by Peter Bregman Brad is as hard a worker as anyone I know. Loading shopping cart, please wait... Harvard Business Review Press. (Names and some details have been changed.) He's not just busy, he's keenly focused on getting the right things done. He had close to five hundred new e-mail messages. Title: Guide to getting the right work done. Not only will you end each day knowing you made progress—your improved productivity will also set you apart from the pack. BY DANIEL MCGINN Section 2: PRIORITIZE YOUR WORK 4. 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 BY PETER BREGMAN 5. The Worth-Your-Time Test Stop wasting time on the wrong work BY PETER BREGMAN 6. Say Yes to Saying No Make it easier to decline projects and invitations BY ALEXANDRA SAMUEL Section 3: ORGANIZE YOUR TIME 7. A Practical Plan for When You Feel Overwhelmed How to get started when you don't know where to begin BY PETER BREGMAN 8. Stop Procrastinating—Now Five tips for breaking this bad habit BY AMY GALLO 9. Don't Let Long-Term Projects Become Last-Minute Panic What to do when you have all the time in the world BY PETER BREGMAN 10. Stop Multitasking Do just one thing to get many things done BY PETER BREGMAN 11. How to Stay Focused on What's Important Stop fighting fires BY GINA TRAPANI 12. To-Do Lists That Work The secret is specificity BY GINA TRAPANI 13. How to Tackle Your To-Do List Use your calendar BY PETER BREGMAN 14. Reward Yourself for Doing Dreaded Tasks When crossing items off your list just isn't enough BY ALEXANDRA SAMUEL Section 4: DELEGATE EFFECTIVELY 15. Management Time: Who's Got the Monkey? I get overwhelmed and end up not changing anything. cm. Instead of letting things haphazardly fall through the cracks, we can intentionally push the unimportant things aside and focus our energy on the things that matter most. HILL AND KENT LINEBACK Section 5: CREATE RITUALS 17. Ritual: How to Get Important Work Done Make good habits automatic BY TONY SCHWARTZ 18. Power Through Your Day in 90-Minute Cycles Work with your body's natural rhythms BY TONY SCHWARTZ 19. An 18-Minute Plan for Managing Your Day Frequent check-ins with yourself will keep you on course BY PETER BREGMAN 20. Use a 10-Minute Diary to Stay on Track The best way to spend the last few minutes of your day BY TERESA AMABILE AND STEVEN KRAMER Section 6: RENEW YOUR ENERGY 21. How to Accomplish More by Doing Less Take breaks to get more done BY TONY SCHWARTZ 22. Manage Your Energy, Not Your Time Time is limited, but your energy is not BY TONY SCHWARTZ AND CATHERINE MCCARTHY 23. Why Great Performers Sleep More . Do you leave the office with a nagging feeling that you worked all day but didn't get your most important work done? ISBN 978-1-4221-8711-1 (alk. © 1996-2014, Amazon.com, Inc. In terms of the second challenge—the doing or follow-through—we need tools. There's no way Brad can meaningfully go through all his e-mail, and there's no way any of us are going to accomplish everything we want to. And it pays off—he is the largest, single revenue generator at his well-known professional services firm. Which rituals will help you follow through? Delegation skills. 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The HBR Guide to Getting the Right Work Done Ebook + Tools equips you with actionable strategies, templates, and technology recommendations to identify the right work, focus your efforts, maintain your commitment, and stay energized at work. so what should you do? Are promotions passing you by because your peers are more productive? Once you've identified your biggest challenges, read through this guide and find a tip that speaks to you. But which tools will work best for you? Return to this guide and select another tip. Your to-do list never seems to get any shorter. What's included: (1) HBR Guide to Getting the Right Work Done Ebook; (2) a handbook that provides best practices and practical advice for using the tools included in this compilation and applying the ideas presented in the Guide; (3) assessments to determine your productivity style and the areas of your life that may be sapping your energy; (4) templates for prioritizing your annual goals, organizing your tasks, and keeping a daily journal; (5) a tip sheet on dealing with digital distractions and a checklist to help you; delegate tasks; (6) detailed strategies for making the most out of your technology; (7) an HBR article about ensuring follow-through when handing off tasks; and (8) a video about developing productivity rituals. These tools are intended for individual use only. You'll get better at: Prioritizing Staying focused Working less but accomplishing more Stopping bad habits and developing good ones Writing to-do lists that work Breaking overwhelming projects into manageable pieces Thwarting e-mail overload Refueling your energy Contents Section 1: GET STARTED 1. You Can't Get It All Done . But here's the good news: You can learn to get the right work done, focusing your time and energy where it'll yield the greatest reward—for you and your organization. We can't. Being productive is not about putting in more hours—it's about prioritizing, planning, and executing the most impactful work. To determine the right things, we need to make choices that will move us toward the outcomes we most want. Because Brad is a paragon of productivity, he decided to put his BlackBerry away and wait to reply to the messages until Do it again. paper) 1. Title: Harvard Business Review guide to getting the right work done. Are you distracted by little things? Do you leave work exhausted—but with little to show for it? There's no escaping the nonstop surge of e-mail, text, voice mail, Twitter, Facebook, LinkedIn—and that's just the technology-based stream. That's what this guide is all about. Then do that one thing. 2. Whether you're a new professional or an experienced one, this guide will help you: (1) Prioritize and stay focused, (2) Work less but accomplish more, (3) Stop bad habits and develop good ones, (4) Break overwhelming projects into manageable pieces, (5) Conquer e-mail overload, and (6) Write to-do lists that really work. So much for a digital vacation. When they landed, Brad turned on his BlackBerry and discovered that a crisis had developed while he was in the air. You leave work exhausted but have little to show for it. The truth is, we can't really get away from it. Arm yourself with the advice you need to succeed on the job, from the most trusted brand in business.



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