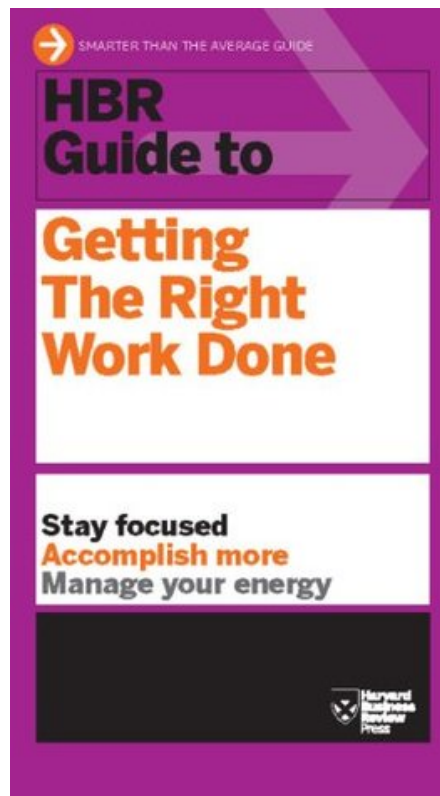




HBR Guide to Getting the Right Work Done (Harvard Business Review)

Harvard Business Review

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HBR Guide to Getting the Right Work Done (Harvard Business Review) Harvard Business Review
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 email overload
- Write to-do lists that really work

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Kirsty Keddie says

A compilation of fairly recent articles from the HBR many of which regular readers will recognise. Nevertheless a useful guide to have these together for a quick read. A useful source of quick strategies to get refocused on the work that counts.

Ilnur Miftakhov says

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Nguyen Ha says

Good book but a little short. I need more detail to follow.
First book of the year, should read again.

Melissa says

Many of the things I already know from other books I've read. Lots of great tips. Great reminders and ideas for implementation. Especially endless email.

Nhung Pham says

Vì nh?ng ai ?ã quen ??c th? lo?i sách v? qu?n lý th?i gian, t?o l?p thói quen t?t hay nghiên c?u v? ng??i thành công h?n s? th?y nh?ng ý t??ng trong quy?n sách này r?t quen thu?c. Tuy nhiên ?i?u ?ó không có ngh?a là nó không ?áng ??c.

Bài báo v? chú kh? (ph?n 4: u? thác hi?u qu?) là ph?n r?t hay và thú v?, ??c bi?t là v?i nh?ng ai ?ang làm ? v? trí qu?n lý ho?c cao h?n th?. R?t th?ng xuyên công vi?c v?n là c?a nhân viên b? ??y khéo léo sang ng??i giám sát vì ??n gi?n h? không bi?t làm nh? th? nào ho?c g?p khó kh?n khi x? lý và c?n s? quy?t ??nh t? c?p cao h?n. M?t khi ng??i qu?n lý nói s? suy ngh? v? v?n ?? ?ó thì cv ?ã chuy?n qua h? và nhân viên tr? thành ng??i giám sát. H? qu? ng??i qu?n lý b? thi?u h?t th?i gian và ch?t ??ng cv trong khi nhân viên c?a ông ta ???c bonus thêm th?i gian ngh? ng??i chính ?áng c?a ông ?y. Vì th? mà hãy t?ng quy?n sách này cho ng??i thân (b?/m?/v?/ch?ng/anh/em) c?a b?n nhé, và cân nh?c t?ng nó cho s?p c?a b?n n?u b?n không mu?n tr?

thành 1 nhân viên m?n cán :p

Gmendra Lau says

HBR always produces good books! Another mid-night motivation! Work smarter, work harder, working longer.

Work smarter to save time.

Work harder to perform well.

Work longer to accomplish great things.

Jason says

Useful introductions to a number of productivity techniques and solutions, but ultimately feels like an advertising exercise for prominent HBR authors' books and blogs.

Hoàng Ph??c Mu?i says

G?m nhi?u bài vi?t nh? nh?ng h?u ích ?? th?c hành
