



Getting Work Done (HBR 20-Minute Manager Series)

Harvard Business Review

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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

About HBR's 20-Minute Manager Series:

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.



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