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20 MINUTE MANAGER

Getting Work Done



Prioritize your work
Be more efficient
Take control of your time

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Getting Work Done (HBR 20-Minute Manager Series) ,2014-10-28 Managing Time Harvard Business Review,2014
Managing time quickly walks you through the basics assess how you spend your time now prioritize your tasks plan the right time to work on each one and avoid procrastination and interruptions **Getting Work Done (HBR 20-Minute Manager Series)** Harvard Business Review,2014-10-21 Master the art of workplace productivity 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 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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Table of Contents Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager

1. Understanding the eBook Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - The Rise of Digital Reading Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - Advantages of eBooks Over Traditional Books
2. Identifying Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager

- User-Friendly Interface
- 4. Exploring eBook Recommendations from Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - Personalized Recommendations
 - Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager User Reviews and Ratings
 - Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager and Bestseller Lists
- 5. Accessing Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager Free and Paid eBooks
 - Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager Public Domain eBooks
 - Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager eBook Subscription Services
 - Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager Budget-Friendly Options
- 6. Navigating Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager eBook Formats
 - ePub, PDF, MOBI, and More
 - Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager Compatibility with Devices
 - Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - Highlighting and Note-Taking Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - Interactive Elements Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
- 8. Staying Engaged with Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
- 9. Balancing eBooks and Physical Books Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - Setting Reading Goals Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager

- Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - Fact-Checking eBook Content of Getting Work Done Hbr 20 Minute Manager Series 20 Minute Manager
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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