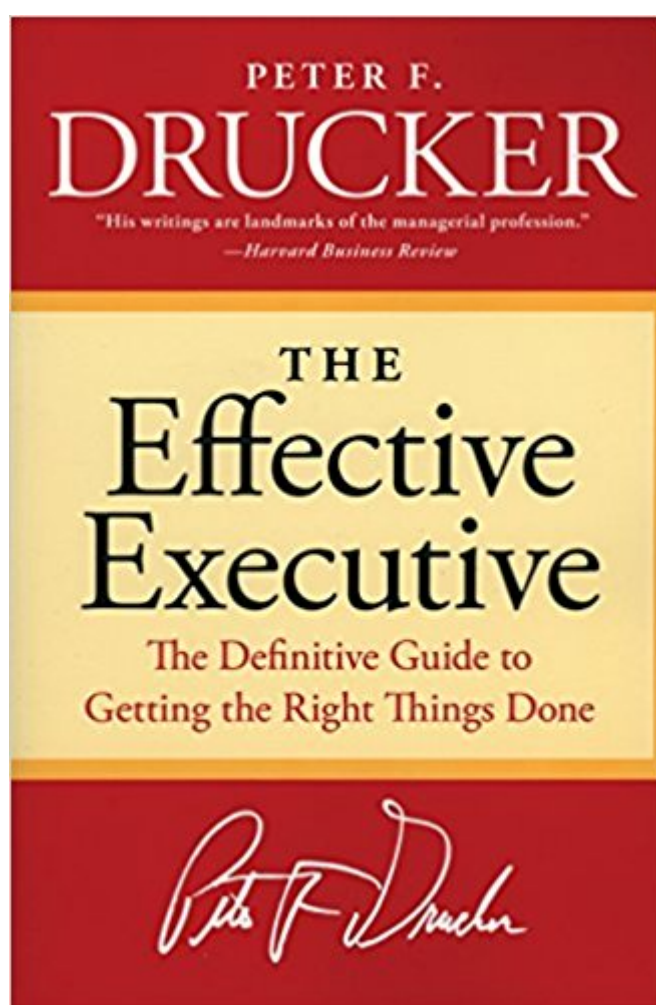


The book was found

# The Effective Executive: The Definitive Guide To Getting The Right Things Done (Harperbusiness Essentials)



## Synopsis

What makes an effective executive? The measure of the executive, Peter F. Drucker reminds us, is the ability to "get the right things done." This usually involves doing what other people have overlooked as well as avoiding what is unproductive. Intelligence, imagination, and knowledge may all be wasted in an executive job without the acquired habits of mind that mold them into results. Drucker identifies five practices essential to business effectiveness that can, and must, be learned: Managing time Choosing what to contribute to the organization Knowing where and how to mobilize strength for best effect Setting the right priorities Knitting all of them together with effective decision-making Ranging widely through the annals of business and government, Peter F. Drucker demonstrates the distinctive skill of the executive and offers fresh insights into old and seemingly obvious business situations.

## Book Information

Series: Harperbusiness Essentials

Paperback: 208 pages

Publisher: HarperBusiness; Revised edition (January 3, 2006)

Language: English

ISBN-10: 0060833459

ISBN-13: 978-0060833459

Product Dimensions: 5.3 x 0.5 x 8 inches

Shipping Weight: 5.6 ounces (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 stars 348 customer reviews

Best Sellers Rank: #2,357 in Books (See Top 100 in Books) #54 in Books > Business & Money > Management & Leadership > Management #75 in Books > Business & Money > Management & Leadership > Leadership

## Customer Reviews

"Long recognised in business circles as a voice to listen to..." --Harvard Business Review "...it would be difficult to overestimate his contribution to management thinking..." --Financial Times "The dean of this country's business and management philosophers." --Wall Street Journal --This text refers to the MP3 CD edition.

What makes an effective executive? For decades, Peter F. Drucker has been widely regarded as the dean of this country's business and management philosophers • (Wall Street Journal).

In this concise and brilliant work, he looks to the most influential position in management—the executive. The measure of the executive, Drucker reminds us, is the ability to get the right things done. • This usually involves doing what other people have overlooked and avoiding what is unproductive. In an executive position, intelligence, imagination, and knowledge may all be wasted without the acquired habits of mind that mold them into results. Drucker identifies five practices essential to business effectiveness that can—and must—be mastered: Managing time Choosing what to contribute to the organization Knowing where and how to mobilize strength for best effect Setting the right priorities Knitting all of them together with effective decision-making Ranging across the annals of business and government, Drucker demonstrates the distinctive skill of the executive and offers fresh insights into old and seemingly obvious business situations. --This text refers to the MP3 CD edition.

This was my third time reading Drucker's "The Effective Executive". It was spot on what I needed to hear to stimulate my own self-reflection on how I can improve and contribute more to the greater good. No matter how crazy the world may seem, there are always changes, advancements, innovations...opportunities to make the world of business and the larger world of management a little bit better.

This book was recommended to me for many years. After reading it I can understand why. Lots of basic lessons in leadership along with commonsense viewpoints. I enjoyed every moment of this book.

I'm a business book junkie, but this is the granddaddy of all executive self-awareness books. It's also still the best. Although his examples are dated, Drucker still lays out the cleanest explanation and game plan for anyone who finds themselves in the position of leading a company. This book is about both leadership and management, and if you don't understand the difference, all the more reason to buy it.

I have read this book twice. Once earlier in my career when I also applied the workbook and again now. It is as relevant as ever. It is written in a way that engages and entertains while it informs. But most importantly the advice herein is simple, practical and illuminating.

This book gives you a very clear understanding of the effective executive. The making, learning and

training of him or her. The defining of the EE, how to identify, analyze, decide, improve, develop the traits and behavior of this EE. Great many cases in support of giving you the picture and how it affects the organization, process and outcome. I would recommend this to anybody who wants to take responsibility over his or her decision making, critical thinking and leadership knowledge and skills.

Seems as timely and valuable today as when it was written many years ago. My only complaint is the title, as it's misleading: the lessons would be valuable for almost everyone.

It is remarkable how well the information and advice administered in this book, though written in the 1960's, stands the test of time to remain relevant. The writing is simple and straightforward, and by the time you have finished reading the book, you have gained an intimate knowledge of how to become a more effective executive. The only negative with this book is that is gender biased in its usage of pronouns, but this is to be expected from a work from this time period. The most helpful book I read in my entire MPA program.

You know you read the writing of great thinker when the line of text in front of you is simple and yet powerful. Peter Drucker writes like that. The Effective Executive is one of those books that wake up your intellect: simple, unpretentious, direct, based on experience and well practiced art of detecting underlying principles hiding behind our mundane tasks. Effective managers, according to Peter, follow eight principles:- Ask "what needs to be done?"- Ask "what is right?"- Develop action plans- Take responsibility for decisions- Take responsibility for communicating- Focus on opportunity rather than problem- Run productive meetings- Think and say "we" rather than "I" I like for instance how he describes the taking of responsibility for decisions: a decision has not been made until people know: the name of the person accountable for carrying it out, the deadline, the names of the people who will be affected by it, and the names of the people who will be informed. Simple, isn't it? A penetrating observation is that in large organisations people tend to be absorbed by what happens inside its boundaries and by perfecting a process regardless of the outside world. The removal of the executive from the customer base is fatal in the long run. Other thought that I liked is that the effective executive does not make decisions by consensus, but by what is right, even if the decision is not popular. The executive makes a few decisions, but powerful, rather than many razzle-dazzle decisions. I have this book handy, so that when I have time, I choose to read randomly a page or two. It's like doing meditation. It is simple, elegant and very sharp. I recommend this book

to anyone interested in the subject.

[Download to continue reading...](#)

The Effective Executive: The Definitive Guide to Getting the Right Things Done (Harperbusiness Essentials) The Effective Executive: The Definitive Guide to Getting the Right Things Done The Effective Executive: The Definitive Guide to Getting the Right Things Done by Peter Drucker - Book Summary The Get it Done Divas Guide to Business: The Definitive Guide to Getting it Done and Standing Out as a Leader and Expert Ready, Set...PROCRASTINATE!: 23 Anti-Procrastination Tools Designed to Help You Stop Putting Things off and Start Getting Things Done Dale Carnegie's How to Win Friends and Influence People: An Executive Summary (Executive Summaries by Spry Summaries Book 1) Super Secrets of Successful Executive Job Search: Everything you need to know to find and secure the executive position you deserve The Fine Art of Executive Protection: Handbook for the Executive Protection Officer Learning to Plan and Be Organized: Executive Function Skills for Kids With AD/HD (Enhancing Executive Function Skills in Kids with AD/HD) Modern Essentials Bundle 6th - Modern Essentials 6th Edition a Contemporary Guide to the Therapeutic Use of Essential Oils, An Introduction to Modern Essentials, and Modern Essentials Reference Card Workaholic?: A 12-step guide to having a life AND getting things done Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done (time management, procrastination, productivity, ... successful people, efficiency, schedule) Understand Your Brain, Get More Done: The ADHD Executive Functions Workbook Productivity: Become a Master in Getting Things Done (Managing, Time, Energy, Procrastination, Procrastinator, Management) Execution: The Discipline of Getting Things Done Getting New Things Done: Networks, Brokerage, and the Assembly of Innovative Action Stephen R. Covey's The 4 Disciplines of Execution: The Secret To Getting Things Done, On Time, With Excellence - Live Performance Getting Things Done: The Art of Stress-Free Productivity by David Allen - Book Summary Getting Things Done: The Art of Stress-Free Productivity Ready for Anything: 52 Productivity Principles for Getting Things Done

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)