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The Effective Executive: The Definitive Guide to Getting the Right Things Done (Harperbusiness Essentials)

By Peter F. Drucker



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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.



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Editorial Review

Review

"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*

From the Back Cover

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:

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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.

About the Author

Peter F. Drucker is considered the most influential management thinker ever. The author of more than twenty-five books, his ideas have had an enormous impact on shaping the modern corporation. Drucker passed away in 2005.

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