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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 e-mail overload
- Write to-do lists that really work



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Editorial Review

About the Author

For over 30 years, Bob has worked with Senior Executive Teams and Boards on their most vital strategic and organizational challenges, both as a consultant and a corporate executive. He is considered one of the world's leading strategic facilitators, having designed and conducted offsites in sixteen countries with companies ranging from Fortune 10 multinationals to German mittelstand family businesses.

Bob is the author of four Harvard Business Review articles: Off-Sites That Work (June 2006, co-authored with Logan Chandler), When Teams Can't Decide (November 2008), Who Really Makes The Big Decisions in Your Company? (December 2011), and Leadership Summits That Work (March 2015, co-authored with Cary Greene). HBR named When Teams Can't Decide one of ten 'must read' articles on teams

No Bio

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