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*The Effective Executive - HarperCollins*

It was difficult to determine which book to read first. He has written dozens of books, and all of them have been universally praised. I chose The Effective Executive because it seemed to have a simple, straightforward message and it was under 200 pages. However, I was a bit weary because the book was first published in 1967.

The Effective Executive: The Definitive Guide to Getting the Right Things Done Paperback - Jan. 3 2006 by Peter F. Drucker (Author) 4.5 out of 5 stars 531 ratings See all formats and editions

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1. Effective executives know where their time goes. 2. Effective executives focus on outward contribution 3. They build on strengths 4. They concentrate on the few major areas where superior performance will produce outstanding results 5. They make effective decisions.

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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.

*The Effective Executive: The Definitive Guide to Getting ...*

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be effective as an executive. And the effectiveness of a modern society and its ability to perform—perhaps even its ability to survive—depend increasingly on the effectiveness of the people who work as executives in the organizations. The effective executive is fast becoming a key resource for society, and effectiveness as an executive a prerequisite

*THE Effective - Be Sustainable*

The Effective Executive was published in 1967 and this book is as good a starting point as any for the uninitiated. Effectiveness is a habit and habits can be learned through practice, lots of it. According to Drucker there are five habits that, once acquired, no one in a managerial role should be allowed to manage others without having read at least one book from Peter Drucker.

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1 The Effective Executive By Peter F. Drucker

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In the book / full summary, we share more on how to make effective decision with the rules of effective decisions. So there you are, the 5 key practices of effective executives: • Manage your time • Focus on results and contribution to the organization • Build on strengths (self, others and situation), rather with weaknesses

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The effective executive makes strength productive. He knows that one cannot build on weakness. To achieve results, one has to use all the available strengths — the strengths of associates, the...

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The Effective Executive is written by Peter Drucker, renowned management specialist and theorist and classic among classics. It is the very first book of his that I have read. The author begins by explaining to us that efficiency is the primary function of executives. Being efficient is simply doing what is necessary.

*THE EFFECTIVE EXECUTIVE - Books that can change your life*

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 as well as avoiding what is unproductive.

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