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This ebook is a BOOK SUMMARY by FlashNotes for "The Effective Executive: The Definitive Guide to Getting the Right Things Done" by Peter F. Drucker

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.

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.

Product Details

ISBN-13: 9780060833459

Publisher: HarperCollins Publishers

Publication date: 1/3/2006

Series: HarperBusiness Essentials Series

Edition description: Revised

Pages: 208

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