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The Effective Executive: The Definitive Guide to Getting the Right Things Done. 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. ...more  
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**The Effective Executive (Audiobook) by Peter F. Drucker ...**

**Book Review: The Effective Executive: The Definitive Guide ...**

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

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.

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The Effective Manager is a hands-on practical guide to great management at every level. Written by the man behind Manager Tools , the world's number-one business podcast, this book distills the author's 25 years of management training expertise into clear, actionable steps to start taking today.

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**Book Summary - The Effective Executive: The Definitive ...**

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**The effective executive : : the definitive guide to getting...**

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The 5 Practices of the Effective Executive • Manage our time. • Focus on results and contribution to the organization. • Build on strengths (self, others and situation), rather with weaknesses. • Set priorities and concentrate on the few major areas that will deliver outstanding results. • Make ...

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Summary and Book Report of The Effective Executive: An executive – one who makes decisions that affect your business – must be effective, that is, he must do what it takes; this book teaches us to do that, by teaching us to learn how to watch our time and to organize it, to ask ourselves about what we contribute rather than what is wed to us, to nurture the energy in ourselves and in others by focusing on strengths rather than weaknesses, concentrating on priorities by trimming the past ...

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Peter F. Drucker's The Effective Executive is one of the best-known, oft-cited books on management ever written. Since it's publication in 1967, it has transformed regular managers into effective executives by answering the question, "What makes an effective executive?"

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Effectiveness is a learned habit (21-22). He notes that effective executives do first things first (24). Stephen Covey popularized this idea in his book Seven Habits of Highly Effective People. Concerning time management, Drucker notes, "Effective executives, in my observation, do not start with their tasks. They start with their time" (26).

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