

BOOK REVIEW

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Title of the book: Getting work done; **Publication:** Harvard Business Review Press; **Year:** 2014, Pages: 108p; **ISBN:** 978-1-62527-543-1

The main aim of this book is how to make agenda of daily tasks according to goals. The book getting done is very much interesting , informative and helpful . ‘Getting work done’ clearly means completing some task or achieving a goal. In this book author has given the basic schedule that how one should manage the work by balancing time and creating their own to do list everyday.

The book contains many categories so that we can separate and prioritize our work .

- Urgent and important
- Not urgent but important
- Urgent but less important
- Not urgent and less important

Three tips to stay focused

- Set deadlines
- Reward yourself
- Get help

Learn to say ‘ NO ‘

- Do we get some personal value from work
- Is that work important to us.
- Do we have enough time to do the given work .

Best line from the book :

- 1) By tracking your time you’ll discover inefficiencies that will help you to identify tasks that should be prioritized.
- 2) Good habits can be learned and even better they can become routine
- 3) Things always get messy after they have been organized.
- 4) There are two keys to complete to do lists successfully. First, break down your tasks. second ,be specific.

Language used by the author is very basic and words are crystal clear. This is the very first book I had read. The book increased my interest and I was amazed that my doubts got cleared automatically while reading. I would like to recommend this book to everyone so that one can have a brief idea of how to accomplish work.

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20 MINUTE MANAGER

Getting Work Done



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**Prioritize your work
Be more efficient
Take control of your time**