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in a research study at four fortune 500 companies when managers were asked about their teams work on average they either did not know or could not remember 60 of the work their teams do here are five strategies to help start by clarifying what s actually needed and to what level then ask yourself if there s any work that you could reuse and where you can copy paste and 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 how to do hybrid right when designing flexible work arrangements focus on individual human concerns not just institutional ones by lynda gratton from the magazine may june 2021 federico whether you re a new professional or an experienced one this guide will help you 1 prioritize and stay focused 2 work less but accomplish more 3 stop bad habits and develop good ones 4 break overwhelming projects into manageable pieces 5 conquer e mail overload and 6 write to do lists that really work get up to speed fast on the most essential business skills with hbr s 20 minute manager series whether you need a crash course or a brief refresher each book in the series is a concise when my work gets challenging i somehow keep interrupting my self by surfing the doing e mail and other distractions when i m on a conference call i get bored and start multitasking until i 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 and write to do lists that really work 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 hbr guide to getting the right work done hbr guide series hardcover october 2 2012 by harvard business review author 4 4 4 4 out of 5 stars 1/8 farmer innovation in africa a source of inspiration for agricultural development

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