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Harvard Business Review
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Does it seem like you never have enough time to get everything done? Keeping on top of your tasks, deadlines, and work schedule can be daunting. *Managing Time* quickly walks you through the basics. You'll learn to: Assess how you spend your time now; Prioritize your tasks; Plan the right time to work on each one; Avoid procrastination and interruptions; Don't have much time? 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, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available as an ebook.

About the Author For over 30 years, Bob has worked with Senior Executive Teams and Boards on their most vital strategic and organizational challenges, both as a consultant and a corporate executive. He is considered one of the world's leading strategic facilitators, having designed and conducted offsites in sixteen countries with companies ranging from Fortune 10 multinationals to German mittelstand family businesses. Bob is the author of four Harvard Business articles: *Off-Sites That Work* (June 2006, co-authored with Logan Chandler), *When Teams Can't Decide* (November 2008), *Who Really Makes The Big Decisions in Your Company?* (December 2011), and *Leadership Summits That Work* (March 2015, co-authored with Cary Greene). HBR named *When Teams Can't Decide* one of ten 'must read' articles on teams