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The measure of the executive, 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

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The Effective Executive was published in 1967 and this book is as good a starting point as any for the uninitiated. Effectiveness is a habit and habits can be learned through practice, lots of it. According to Drucker there are five habits that, once acquired, no one in a managerial role should be allowed to manage others without having read at least one book from Peter Drucker.

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In the book / full summary, we share more on how to make effective decision with the rules of effective decisions. So there you are, the 5 key practices of effective executives: •

Manage your time • Focus on results and contribution to the organization • Build on strengths (self, others and situation), rather with weaknesses

Book Summary - The Effective Executive: The Definitive

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It was difficult to determine which book to read first. He has written dozens of books, and all of them have been universally praised. I chose The Effective Executive because it seemed to have a simple, straightforward message and it was under 200 pages. However, I was a bit weary because the book was first published in 1967.

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The Effective Executive: The Definitive Guide to Getting the Right Things Done

Paperback - Jan. 3 2006 by Peter F. Drucker (Author)

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The Effective Executive is written by Peter Drucker, renowned management specialist and theorist and classic among classics. It is the very first book of his that I have read. The author begins by explaining to us that efficiency is the

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primary function of executives. Being efficient is simply doing what is necessary.

*THE EFFECTIVE EXECUTIVE -
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In this concise and brilliant work, he looks to the most influential position in management—the executive. The measure of the executive, 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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