



## Managing Time (HBR 20-Minute Manager Series)

*Harvard Business School Press*

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**Managing Time (HBR 20-Minute Manager Series)** Harvard Business School Press

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.

## Managing Time (HBR 20-Minute Manager Series) Details

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Author : Harvard Business School Press

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## **From Reader Review Managing Time (HBR 20-Minute Manager Series) for online ebook**

### **Duaa Al Murbati says**

The content of this book is simple enough for one to follow; it gives a practical advice on how one can properly manage his time ..

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### **Bizzy Day says**

Can't get enough of these books. This has been particularly helpful in getting me on track and making the most of my time. I felt it unnecessary to use the time log tool - I already have a good handle on what I do with my time. But working out a structure has been really great. A practical action book that I totally recommend.

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### **BleedingSunrise says**

I consider the fact that I am reading about *managing time* when I have too much time on my hands quite funny.

Just a short 4 months ago every last millisecond of my workday was accounted for.

I had to give a presentation oh how to manage time once upon a time and it would have been awesome if I had this book.

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### **Mtbike40 says**

I think that this book falls short. I guess you get what you pay for. The ideas in this book are valid, but they are not really covered in a way that really helps you take action and change habits. I also thought that this book was difficult to really get into because it jumps around so much.

I think you are better off trying one of the many great authors on time management like Covey or Tracy. Slapping the Harvard Business School name on a book obviously does not mean that it is ground breaking or the best in its class.

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### **Jerzy says**

Short and sweet:

figure out what your goals are,

decide how many hours a week you can/should devote to each,

turn them into concrete tasks,

and schedule those tasks ("time boxing") every week instead of just hoping you get to it eventually.

Nothing new, but reading it, I was inspired to sit down and do these things (make time allocations and a time-boxing schedule) that I knew I should do. So at least there's that.

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### **Ngoc says**

Không phải là quá tệ t?, ch? là không ?? lời cu?n và b? ích ?? mà ??c l?i.

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### **Greg says**

Everybody wants to make the most out of their 24 hours a day. However few are well skilled in terms on how to do it right.

This book from Harvard Business School Press provides several practical pieces of advice on how one can properly manage his time. The content of this book is simple enough for one to follow. It does not involve lengthy discussion on the science on how we do things so you cannot expect this book to be academically enriched. Rather it offers advice that you can implement right away.

The book started by letting the reader assess his objectives and break down responsibilities. Then it will ask you to develop a plan by creating a big-picture vision. The last part of the book is devoted on how to properly execute your plan, keeping yourself on track, and then reassess yourself.

The purpose of this book can only be realized if one follows its ideas.

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### **Chris Stanley says**

THIS EBOOK IS A PRE-PUBLISH DATE VERSION, PROVIDED FOC FOR A CANDID REVIEW

Some blindingly obvious advice here - Why hadn't I thought of it myself?! I realised I was deluding myself with estimating how long it took to complete certain tasks and how reluctant I was to hand over tasks to my team. I liked the Time logging exercises, time boxing and sequencing. The language and format was straight forward, without being patronising. In my opinion, This is a quick, easy, helpful read, for someone who is reasonably well organised and needs a reminder on how to get the best out of the day.

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### **Efrem says**

This is a good, short book that gives practical time-management tips. I recommend it for those who want to get a handle on their time without having to invest a great deal of time reading a long book.

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### **C. Hollis Crossman says**

This is a good refresher on time-management and time-leveraging skills for managers. Some of the info was charmingly out of date (who uses a BlackBerry or fax machine anymore?), but I benefited from the sections on time audits and time-blocking. The need for delegation was emphasized, and some helpful hints for how to go about that task were offered. Nothing earth-shattering, but a good source of encouragement, some good practical advice, and overall a helpful recalibration of how to think about making the most of the limited hours each of us has every day.

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### **Jennifer says**

I enjoyed the first 60% quite a lot and it helped me to feel confident about my prioritization and the time I spent on each category of my work responsibilities. I was able to practically take the tools in the book and share it with my manager and apply it to my daily life. I didn't get a lot of long term takeaways from this book, but since I am new in my role it was great to make sure I was focused on the correct tasks from the start.

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### **Ninh says**

Useful tips and tricks to make you more productive and less stressed.

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### **Kunaal says**

I have always been a master procrastinator. The reasons I procrastinated are:

I don't want to do it  
I am not good at doing it  
I find it too laborious

Managing Time me deconstruct my procrastinator mind and helped understand what I need to when I stuck in the reasons mentioned above.

It was suggested in this book, that I keep track of my time based on various categories for two weeks. Using this data, I could organise and create targets of where I want to spend my time most. I cut short my lunch times, which is by choice. I also planned for a 20-minute nap post lunch which kept me productive for the rest of the day.

I realised that just by tracking time I could be more focused at work and stay away from distractions. The moment I was distracted I felt guilty of noting down a wasted time. During the waiting period, I used to

focus on some training material, and that wait could squeeze in learning during the work days.

Being a perfectionist, I always loose interest in something that I plan and things don't turn out the way I planned. When this happened, which was always, I used to get demotivated. The managing time book made me understand that it's ok to deviate from what you planned to do. The idea is to keep improving the system. Only when you stick to tracking your time efficiently, will you be able to set goals for tasks.

If you are a person, who if often tired of making a decision on what tasks to do when - this book is for you. You can read this book under 20 minutes but its essential you track your time religiously for three weeks to reap the maximum benefits of this book.

Save some time and go home early!

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### **Amal Gaber says**

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### **Lindsay Lane says**

- 1) there's nothing new in this book, so if that's what you are looking for, put this book down now.
- 2) It's written in a logical order, but is repetitive.
- 3) It's written in simple terminology so that many people can understand.
- 4) I think it's a great refresher book that is not intended to be read in one sitting.

For those reasons, I think it's a great book for reminder to get yourself back on track

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