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Peter F. 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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The Effective Executive: The Definitive Guide to Getting ...

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 executive job without the acquired habits of mind that mold them into results.

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be effective as an executive. And the effectiveness of a modern society  
and its ability to perform—perhaps even its ability to survive—depend  
increasingly on the effectiveness of the people who work as executives in  
the organizations. The effective executive is fast becoming a key  
resource for society, and effectiveness as an executive a prime require

THE Effective - Be Sustainable

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

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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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1 The Effective Executive By Peter F. 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

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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 makes strength productive. He knows that one cannot build on weakness. To achieve results, one has to use all the available strengths — the strengths of associates, the...

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Things first book of his that I have read. The author begins by explaining to us that efficiency is the primary function of executives. Being efficient is simply doing what is necessary.

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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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Peter Ferdinand Drucker (/ ˈ d r ʌ k ər /; German: ; November 19, 1909 – November 11, 2005) was an Austrian-born American management consultant, educator, and author, whose writings contributed to the philosophical and practical foundations of the modern business corporation. He was also a leader in the development of management education, he invented the concept known as management by ...

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