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involves doing what other
people have overlooked as
well as avoiding what is
unproductive.

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as well as avoiding what is
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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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1. Effective executives know where their time goes. 2. Effective executives focus on outward contribution 3. They build on strengths 4. They concentrate on the few major areas where superior

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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

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executive is fast becoming a
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key resource for society,
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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,

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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

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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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*Book Summary – The Effective
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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

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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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“It is more productive to
convert an opportunity into

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results than to solve a problem – which only restores the equilibrium of yesterday.” ? Peter F. Drucker, The Effective Executive: The Definitive Guide to Getting the Right Things Done 30 likes

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Quotes by Peter F. Drucker*

The effective executive makes strength productive. He knows that one cannot build on weakness. To achieve results, one has to

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The Effective Executive is written by Peter Drucker, renowned management specialist and theorist and classic among classics. It

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is the very 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

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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

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brilliant to work, he looks to
the most influential
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Peter Ferdinand Drucker (/ ?
d r ? k ? r /; German: ;

November 19, 1909 - November

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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

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also a leader in the
development of management
education, he invented the
concept known as management
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