



SMARTER THAN THE AVERAGE GUIDE

# HBR Guide to

# Getting The Right Work Done

**Stay focused**  
**Accomplish more**  
**Manage your energy**



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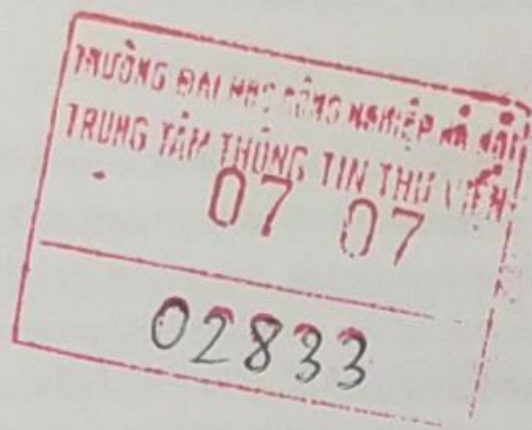
HBR Guide to  
**Getting the  
Right Work Done**



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# HBR Guide to **Getting the Right Work Done**



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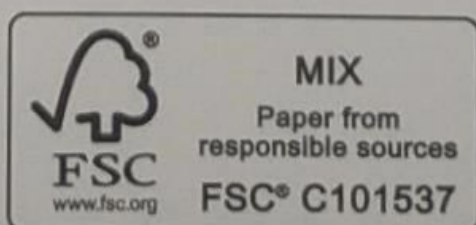
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