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Must Set Sights on the Important
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The book is laid out in 52 'weeks,' or one chapter for each week of the year.

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and those who aspire to be one or
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management.

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Peter Drucker was born in Vienna,
Austria, on November 19, 1909.
The household in which he grew
up was one of great intellectual

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About Peter Drucker * Drucker
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Drucker's collaborator Joseph A. Maciariello, A Year with Peter Drucker gives both lifelong Drucker fans and young executives now discovering his brilliance an invaluable opportunity to learn directly from the late master.

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advice on knowing your own
strengths and values, your time
and, intriguingly, the second half of
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encompasses the coming of the
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officer. That means it's up to you to carve out your place in the world and know when to change course. And it's up to you to keep yourself engaged and productive during a career that may span some 50 years. In *Managing Oneself*, Peter Drucker explains

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how to do it. The keys: Cultivate a deep understanding of yourself by identifying your most valuable strengths and most dangerous weaknesses; Articulate how you learn and work with others and what your most deeply held values are; and Describe the type of work

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the greatest contribution. Only
when you operate with a
combination of your strengths and
self-knowledge can you achieve
true and lasting excellence.
Managing Oneself identifies the
probing questions you need to ask

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Management, and counseled 13

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governments, public services
institutions, and major
corporations.

The measure of the executive,
Peter Drucker reminds us, is the
ability to 'get the right things
done'. Usually this involves doing

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what other people have overlooked, as well as avoiding what is unproductive. He identifies five talents as essential to effectiveness, and these can be learned; in fact, they must be learned just as scales must be mastered by every piano student

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regardless of his natural gifts.

Intelligence, imagination and knowledge may all be wasted in an executive job without the acquired habits of mind that convert these into results. One of the talents is the management of time. Another is choosing what to contribute to

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the particular organization. A third is knowing where and how to apply your strength to best effect.

Fourth is setting up the right priorities. And all of them must be knitted together by effective decision-making. How these can be developed forms the main body of

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This is a practical book, written
out of many years of experience in

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working with managements of small, medium and large corporations. It aims to be a management guide, enabling readers to examine their own work and performance, to diagnose their weaknesses and to improve their own effectiveness as well as the

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Results of the enterprise they are responsible for.

The best of Peter F. Drucker ' s articles on management, all in one place. That “ management ” exists as a concept, a practice, and a profession is largely due to the

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Nonprofits, "The New Society of
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and through the author's close work with managers as a consultant for large and small businesses, government agencies, hospitals and schools. Drucker discusses the tools and techniques of successful management practice that have been proven effective,

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preface by the author. In his preface, Peter F. Drucker says: "These three books should enable executives — whether high up in the organization or just beginning their career — to know the right things to do; — to know how to do them; and — to do them

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for achieving business
performance and executive
effectiveness. These books cover

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giving managers, executives, and
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