

Book Review

Hansen, M. T. (2018). *Great at Work: How Top Performers Do Less, Work Better, and Achieve More*. New York, Publisher: Simon & Schuster.

Great at work, a 2018 business book from the author of Collaboration, and co-author of Great By Choice (the sequel to *Good to Great*) Morten T. Hansen is a book about, how top performers do less, work better, achieve more and how most and why some people are more productive than others. The book explores the best ways to maximise your productivity and your capability, backed by tons of actual research.

So basically this book outlines seven steps into how to be more productive;

First Step: *Do less, then obsess*; Try to be much focused in what you're doing, go deep and try to eliminate as many distractions as possible. In other words, the top performers in our society do less volume of activities and more concentrated effort.

Second Step: *Redesign your work*; Try to find in different ways to solve the problems you need to solve. Try to be creative about solving your problems on a daily basis.

Third Step: *Measure yourself and get feedback*; When you try something, make sure that you measure your work outcomes and then see that feedback to yourself and improve your process.

Fourth Step: *Find passion and purpose*; You need to find whatever you do, why are you doing it, what's your passion and the purpose of your job and you can find that on any different type of jobs. You just have to look in different ways and how you benefit and how others are benefits from your work.

Fifth Step: *Be a champion by showing not telling*; Don't just tell people what to do just show them how to do it and make sure that you project that purpose and the passion that you have for work. That will ignite your team and co-workers to perform better.

Sixth Step: *Fight for your ideas but unite with the team when decision is made*; When you want to discuss topics or the ways you want the project to proceed, everyone in your team should be open to

advocate their own point of view but when you have decided and when you has a team, listen to all the opinions. You have to unite as a team to be following the decision that you came up with.

Seventh Step: *Collaborate around results not just for the sake of collaboration*; You don't want to over collaborate or under collaborate i.e. you don't want to collaborate for the sake of cooperation. You want to make sure that you measure the results of cooperation, what are the ends of the result. Make sure you put goals which are concrete, measurable and unifying and in this way you can focus on achieving your goal and not just to be focusing on collaboration for the sake of cooperation.

Each chapter contains questions and key insights to allow you to assess your own performance and determine your work strengths, as well as your weaknesses. Once you understand your individual style, there are mini-quizzes, questionnaires, and a strategy to become a more productive worker. Extensive, accessible, and friendly, Great at Work will help you achieve more by doing less.

I recommend you to read the book to get the whole insights. I hope it will inspire you too!

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