

Time Management

24 Techniques to Make Each Minute Count at Work

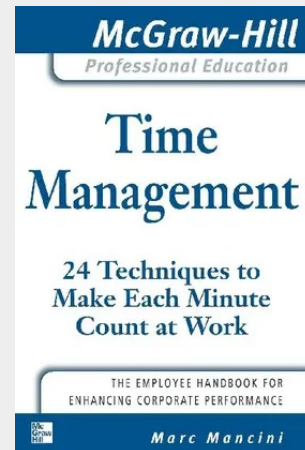
MAXIMIZE YOUR PRODUCTIVITY, ENHANCE YOUR MANAGERIAL SKILLS, AND SHARPEN YOUR EDGE IN BUSINESS! They say time is money. And thanks to *Time Management*, you can make every moment more valuable, through 24 easily mastered techniques that will instantly increase your workplace efficiency. Through clear, concise directions - all informed by real world examples - you'll learn how to match the right timesaving method to each situation and avoid ineffective strategies that can actually cost time rather than save it. Deliver more value to your organization while enhancing your career by: Learning time-saving strategies you can implement right now o Anticipating time-wasting situations o Identifying causes of procrastination o Turning frustration into confidence o Training others to perform efficiently o Delegating tasks effectively o Heightening your effectiveness as a manager o Increasing your visibility within the organization

MAXIMIZE YOUR PRODUCTIVITY, ENHANCE YOUR MANAGERIAL SKILLS, AND SHARPEN YOUR EDGE IN BUSINESS!

They say time is money. And thanks to *Time Management*, you can make every moment more valuable, through 24 easily mastered techniques that will instantly increase your workplace efficiency. Through clear, concise directions - all informed by real world examples - you'll learn how to match the right timesaving method to each situation and avoid ineffective strategies that can actually cost time rather than save it.

Deliver more value to your organization while enhancing your career by:

Learning time-saving strategies you can implement right now o Anticipating time-wasting situations o Identifying causes of procrastination o Turning frustration into confidence o Training others to perform efficiently o Delegating tasks effectively o Heightening your effectiveness as a manager o Increasing your visibility within the organization



20,20 €

20,20 € (zzgl. MwSt.)

Lieferfrist: bis zu 10 Tage

Artikelnummer: 9780071493383

Medium: Buch

ISBN: 978-0-07-149338-3

Verlag: McGraw-Hill Education

Erscheinungstermin: 14.06.2007

Sprache(n): Englisch

Auflage: Erscheinungsjahr 2007

Produktform: Kartoniert

Gewicht: 111 g

Seiten: 64

Format (B x H): 152 x 229 mm

