

Successful Time Management

In business, the increasing pressure to achieve makes time management a vital skill. It is necessary to be able to work efficiently and effectively to ensure that one's desired results are achieved - both in one's job, and in one's career. Successful Time Management sets out practical guidelines to help readers do just that. Packed with proven tips and techniques, it helps anyone to review and assess their own time management and adopt new work practices to improve it. Includes great advice on: controlling paperwork; getting and staying organized; delegating and working with others; prioritizing to focus on key issues and prompt the best results. The appendices include a brief assessment of various time management systems such as day, year or meeting planners, action sheets and more. Whether under pressure or not, this essential guide will help your readers to reduce time wasting and interruptions, and focus on the priority tasks that lead to success - it could just change their life!



Auf Anfrage

Nicht mehr lieferbar

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