

Successful Time Management

Successful Time Management is packed with proven tips and techniques to help you review and assess your time management and adopt new work practices to improve it. It includes great time-saving ideas, practical solutions and checklists, plus advice on: controlling paperwork; organizing your emails; delegating and working with others; prioritizing to focus on key issues; getting and staying organized. Now in its third edition, this essential guide will help you minimize time-wasting and interruptions, and focus on the priority tasks that will lead to success in your job and career. Packed with exercises and action sheets to help maximize productivity, **Successful Time Management** will give you the tools to become more efficient and effective - including a downloadable online bonus chapter containing additional advice and useful templates. *The creating success series of books*. With over one million copies sold, the hugely popular *Creating Success* series covers a wide variety of topics and is written by an expert team of internationally best-selling authors and business experts. This indispensable business skills collection is packed with new features, practical content and inspiring guidance for readers across all stages of their careers.



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