

How to be a better Time Manager

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Reviews

Very good e-book and helpful one. It is among the most awesome publication we have read. Its been developed in an remarkably simple way in fact it is simply right after i finished reading this book through which basically transformed me, affect the way i really believe. (Prof. Kacey O'Hara)

HOW TO BE A BETTER TIME MANAGER



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Kogan Page Limited/Viva Books, 2009. Softcover. Book Condition: New. First edition. Packed with time-saving tips and practical planning advice, this handy book will help you deal with the heaviest of schedules in an efficient and stress-free way. If your workload in increasing, but the number of hours in the day isn?t, or you feel like you could be more organised, this book shows you how to: ? Plan your time more efficiently ? Prioritise your tasks ? Deal effectively with interruptions ? Use new technology to your advantage. How to be a Better Time Manager is ideal for busy mangers and executives who want to manage their time and prioritise more effectively. ? Improve performance ? Update skills ? Learn new techniques ? Boost your career prospects Contents: The Paradox of Time: Why do we need to manage our time better? ? What is time management? ? Myths about time management ? Where does the time go? ? How effectively do you use your time now? ? Summary ? Getting Your Priorities Right: How do you spend time? ? Life planning ? Turning tasks into goals ? Giving yourself a break ? Conquering the tyranny of the urgent ? Summary ? Planning How to Use Your Time: Planning tools and techniques ? Diaries and planners ? The list system ? Making and using a schedule ? Monitoring the plan ? Summary ? Dealing with Overload: Have you really got too much work? ? What to do about the overload ? Negotiating your workload ? Saying ?no? to more work ? Changing how you feel ? Summary ? Delegation: Why delegate? ? Minimizing the risks of delegation ? How to delegate ? Giving feedback ? Summary ? Some Techniques for Time Management: Making meetings more effective ? Tackling paperwork efficiently ?...

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