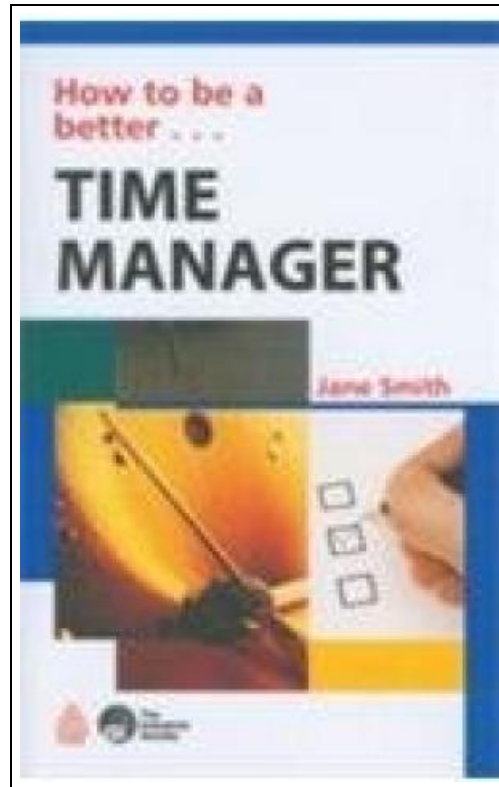


How to be a better Time Manager



Filesize: 3.28 MB

Reviews

The ideal book i possibly read. It is among the most remarkable pdf i have go through. I am easily could get a enjoyment of reading through a created ebook.

(Elise Wehner)

HOW TO BE A BETTER TIME MANAGER

[DOWNLOAD](#)

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 is 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 managers 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 ?...

[Read How to be a better Time Manager Online](#)[Download PDF How to be a better Time Manager](#)

See Also



On the Go with Baby A Stress Free Guide to Getting Across Town or Around the World by Ericka Lutz 2002 Paperback

Book Condition: Brand New. Book Condition: Brand New.

[Read Document »](#)



The Healthy Lunchbox How to Plan Prepare and Pack Stress Free Meals Kids Will Love by American Diabetes Association Staff Marie McLendon and Cristy Shauck 2005 Paperback

Book Condition: Brand New. Book Condition: Brand New.

[Read Document »](#)



Games with Books : 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.

[Read Document »](#)



Games with Books : Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.

[Read Document »](#)



Readers Clubhouse Set B Time to Open

Barron s Educational Series, United States, 2006. Paperback. Book Condition: New. 222 x 148 mm. Language: English . Brand New Book. This is volume nine, Reading Level 2, in a comprehensive program (Reading Levels 1...

[Read Document »](#)