



Managing Your Time

By Bride, Mac

Book Condition: New. Publisher/Verlag: Hodder Education | The answers you need. Now. | What's in this book? Open this book and you will. - Conquer procrastination - Stay in control - Meet deadlines - Achieve work/life balance Learn about Time Management: - Set priorities and targets - Organise your workspace - Deal with e-mail overload - Lessons in saying 'No' - Limit interruptions - Tweaking and twiddling - Work efficiently with others - Become a Time Lord (or Lady) What are Bullet Guides? The answers you need - now. Clear and concise guides in a portable format. Information is displayed in an easy-to-read layout with helpful images and tables. Bullet Guides include all you need to know about a subject in a nutshell. Get right to the point without wading through loads of unnecessary information. | 1. Be a Time Lord (or lady) 2. Think ahead 3. Get organised 4. Big jobs and little jobs 5. Filling the interstices 6. Other people's time 7. Meetings and how to avoid them 8. The search for perfection 9. Information overload and how to avoid it 10. Play time | Format: Paperback | Language/Sprache: english | 89 gr | 149x108x11 mm | 128...



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