1. Record Nr.   UNINA9910450902103321

Autore   Fearn David <1975->

Titolo   Bacchylides [[electronic resource]] : politics, performance, poetic tradition / / David Fearn

Pubbl/distr/stampa   Oxford ; ; New York, : Oxford University Press, 2007

ISBN   1-281-14943-8
9786611149437
0-19-152696-7

Descrizione fisica   1 online resource (441 p.)

Collana   Oxford classical monographs

Disciplina   884/.01

Soggetti   Laudatory poetry, Greek - History and criticism
Electronic books.

Lingua di pubblicazione   Inglese

Formato   Materiale a stampa

Livello bibliografico   Monografia

Note generali   Description based upon print version of record.

Nota di bibliografia   Includes bibliographical references (p. [363]-400) and indexes.

Nota di contenuto   Contents; List of figures; List of abbreviations; Tradition and Contextualization; I. Bacchylides Fragment 5; II. Poetic Tradition and Patronage; PART I. PRAISE; 1. The Politics of Fantasy: Bacchylides on Alexander of Macedon (fr. 20B); 2. Homeric Fire, Aiginetan Glory, Panhellenic Reception: Bacchylides 13; PART II. BACCHYLIDES' DITHYRAMBS AND THE KUKLIOS KHOROS; 3. Bacchylides and the Kuklios Khoros: Performance, Genre, and Reception; 4. Contexts; 5. Bacchylides 15: Troy in Athens; Appendix 1. Dating Bacchylides 13; Appendix 2. A New Reconstruction of Bacchylides 13.155-67; References
Index of Passages CitedGeneral Index; A; B; C; D; E; F; G; H; I; J; K; L; M; N; O; P; R; S; T; V; W; X; Z

Sommario/riassunto   An original and wide-ranging study of the Greek lyric poet Bacchylides, exploring his engagement with poetic tradition and evaluating the complex relationship of the poetry to its multiple contexts of performance. - ;Bacchylides: Politics, Performance, Poetic Tradition combines close literary analysis of Bacchylides' poetry with detailed discussion of the central role poetry played in a variety of differing political contexts throughout Greece in the early fifth century BC. In Bacchylides' praise poetry, David Fearn argues, the poet manipulates a

2.
Record Nr.	UNINA9910136642703321
Autore	Caunt John
Titolo	How to organize yourself / / John Caunt
Pubbl/distr/stampa	London, England : , : Kogan Page, , 2016 ©2016
ISBN	0-7494-7578-1
Edizione	[Fifth edition.]
Descrizione fisica	1 online resource (184 pages) : illustrations (some color)
Collana	Creating Success
Classificazione	BUS012000BUS059000SEL031000SEL027000
Altri autori (Persone)	CauntJohn
Disciplina	650.1/1
Soggetti	Time management Personal information management Life skills
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di contenuto	Intro -- Contents -- Introduction -- 1 Know where you are going -- Reasons for disorganization -- Attitudes towards organizing -- Why do you want to be more organized? -- Setting objectives -- Balancing the different elements of your life -- Summary -- 2 Organize your time -- How you use time now -- Planning and tracking your time -- Scheduling your time - estimating time requirements -- Procrastination -- Strategies for beating procrastination -- Meeting deadlines -- Time management and projects -- Summary -- 3 Understand the way you work -- Schedule tasks at appropriate times -- Maintain concentration and motivation -- Mobilize the power of habit -- Sharpen up your decision making -- Summary -- 4 Organize information -- Identify the important information -- Adopt a systematic approach -- Avoid overload -- Read more efficiently -- Other techniques -- Reading from electronic displays -- Use your memory -- Summary -- 5 Organize the way you work with others -- A strategy for meetings -- Delegate -- Overcoming distractions and interruptions -- Help others to be more organized -- Learn to say 'no' -- Summary -- 6 Organize your space -- Think about ergonomics -- Tackle disorganized work space --

Eliminate paper piles -- Clear clutter at home -- Summary -- 7 Organize filing systems -- Setting up your filing system -- Filing documents -- Electronic filing of paper documents -- Organizing computer files -- Securing your information -- Summary -- 8 Use technology to assist -- Know when not to use technology -- Software choices -- Useful tools -- Rapid input of data -- Organize internet research -- Summary -- 9 Organize yourself at home and away -- Working from home -- Organizing yourself away from the office -- Summary -- 10 Keep up the good work -- Review your objectives -- Check your progress -- Find ways of staying on track.
What if old habits reappear?.

Sommario/riassunto	How to Organize Yourself will help you to dramatically improve the way you work. With great tips on how to determine your goals, prioritize and manage your time, it also includes practical advice on how to: focus on the things that produce results; overcome distractions; build positive work habits; avoid information overload; and make effective use of technology.Now in its fourth edition How to Organize Yourself will enable you to take control of your workload, reduce stress and fatigue, and free up time for the things that really matter.