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Collana	IMI Handbook of Management
Disciplina	158
Soggetti	Performance - Psychological aspects Success Self-management (Psychology) Management
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Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references.
Nota di contenuto	KEY LEARNING OBJECTIVES; TWENTY-FIVE LESSONS; Lesson 1: It's simple - keep it that way; Lesson 2: Eat the elephant a piece at a time; Lesson 3: Be an abominable 'No-man', not an obsequious 'Yes-man'; Lesson 4: Talk to yourself; Lesson 5: Don't just talk to yourself; Lesson 6: Bank on it; Lesson 7: Dream a little, live a lot; Lesson 8: Make believe; Lesson 9: Be emotionally intelligent; Lesson 10: Know who you are; Lesson 11: Know who they are; Lesson 12: Don't just do it; Lesson 13: Just do it - now; Lesson 14: There are risks out there - plan for them; Lesson 15: Yes or No? Lesson 16: Travel light Lesson 17: Fight, not flight; Lesson 18: You, Inc.; Lesson 19: Solicit feedback; Lesson 20: Wow!; Lesson 21: How long is a piece of string?; Lesson 22: Order matters; Lesson 23: A 'To Do' list is not a plan; Lesson 24: Meetings, eternal meetings; Lesson 25: Goals; IS THAT ALL THERE IS?; CAN YOU REALLY CHANGE?; FURTHER READING; APPENDIX: KEY PHASES IN MANAGING A PROJECT; Definition phase; Planning phase; Implementation / "Closure" Phase; ABOUT THE AUTHOR; ABOUT THE EDITORS; ABOUT OAK TREE PRESS
Sommario/riassunto	Success depends on getting things done. Why then, is it invariably so difficult? What IS the secret of getting things done? Is it enough to use your 'to do' list better, or do you have to change your whole mindset

and even personality?
