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Collana	Brilliant business
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Note generali	Includes index.
Nota di bibliografia	Includes bibliographical references at the end of each chapters and index.
Nota di contenuto	Cover -- Title Page -- Copyright -- Contents -- About the author -- Acknowledgements -- 1 How productive are you? -- 2 Organising your work -- 3 Thinking productively -- 4 Prioritising your work and activities -- 5 Being productive and working with others -- 6 Setting boundaries and saying no -- 7 Understanding your personal productivity style -- 8 Finding momentum and 'balance' -- 9 Overcoming 'overwhelm' -- 10 How productive are you now? -- Final thoughts -- Index.
Sommario/riassunto	Your all-in-one guide to navigating your way through never-ending to-do lists, burgeoning inboxes and stressful deadlines and still get results.