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Nota di contenuto	Why time management still matters -- Revisiting time management -- Time management skills that give you a competitive edge -- Self-management and self-confidence : taking better control of the only person you can truly control -- Coping with 22 time wasters -- Office relationships and expectations -- Office efficiency and making your office space work better for you -- Overcoming fragmentation -- Using the P.I.E. technique : prioritize, initiate, evaluate -- Being or becoming a visionary -- The three time management lessons my father taught me -- Cultural issues and productivity -- Eleven top time management concepts for greater productivity -- Going forward as you put more time on your side.
Sommario/riassunto	Dr. Jan Yager helps you to become more efficient in a work world that is more demanding and 24/7 than ever before. You will learn: The #1 factor you can control to revolutionize your time management; How to deal with distractions and fragmentation; Coping with time wasters like over-scheduling, inadequate pacing, poor planning, procrastination, or perfection; How to master office relationships and politics to save time; Cultural considerations; And lots more.