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Nota di contenuto	""TITLE""; ""COPYRIGHT""; ""ABOUT THE AUTHOR""; ""PREFACE TO THIS REVISED EDITION""; ""CONTENTS""; ""PART I GETTING STARTED""; ""WHERE ARE YOU NOW?""; ""SELF-MANAGEMENT DEFINED""; ""PART II FIVE BUILDING BLOCKS TO SUCCESS""; ""FIVE BUILDING BLOCKS TO SUCCESS""; ""BLOCK 1: UNDERSTANDING PERSPECTIVE""; ""HOW DO YOU LOOK AT CONTROL?""; ""SELF-QUIZ: HOW I ALLOCATE MY TIME AND TALENTS""; ""SELF-QUIZ RESULTS""; ""BLOCK 2: UNDERSTANDING PURPOSE""; ""VALUES WORKSHEET""; ""FURTHER VALUE SHARPENING""; ""MORE THOUGHTS ON VALUE CLARIFICATION""; ""THE 3-STEP VALUE SHAPING PROCESS"" ""VALUE ALIGNING ACTIVITIES THE COMFORTABLE MARRIAGE OF VALUES AND GOALS""""CHARACTERISTICS OF GOOD GOALS""; ""BLOCK 3: UNDERSTANDING YOUR PERSONALITY""; ""ASSERTIVENESS""; ""HOW ASSERTIVE ARE YOU?""; ""HOW RECEPTIVE ARE YOU?""; ""FEEDBACK RECEPTIVENESS QUIZ""; ""FEEDBACK IN BUSINESS""; ""HOW TO NURTURE GOOD FEEDBACK""; ""FEEDBACK CHECKLIST""; ""BLOCK 4: UNDERSTANDING PLANNING""; ""LET'S STOP AND DO IT""; ""Completion Symbols: The Payoff""; ""TYING GOALS AND VALUES TO YOUR DAILY PLANNING""; ""PLAN-IT A© FORMS""; ""ORDER FORM FOR THE PLAN-IT LIFE ORGANIZER A©"" ""BLOCK 5: UNDERSTANDING PRODUCTIVITY""""SOME TIME-TESTED

DEFENSES AGAINST THE BIG 6 PRODUCTIVITY KILLERS""; ""1.
INTERRUPTIONS""; ""2. CLUTTER and PAPERWORK""; ""3. UNPRODUCTIVE
COMMUNICATION""; ""4. PROCRASTINATION""; ""5. INDECISION""; ""6.
SELF-OVERLOAD""; ""PART III A FINAL THOUGHT ABOUT BALANCE IN
YOUR LIFE""; ""A FINAL THOUGHT ABOUT BALANCE IN YOUR LIFE"";
""WELLNESS AND CENTERING A LOPSIDED WHEEL""; ""LOPSIDED WHEEL:
AN EXAMPLE""; ""IS YOUR WHEEL ROUND OR LOPSIDED?""; ""YOUR
BALANCE WHEEL""
