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Titolo	Concise time management and personal development [[electronic resource] /] / John Adair
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Nota di contenuto	Part one : time management. Philosophy ; Develop a personal sense of time ; Identify long-term goals ; Make middle-term plans ; Plan the day ; Make the best use of your best time ; Organise office work ; Manage meetings ; Delegate effectively ; Make use of committed time ; Manage your health -- Part two : personal development. Introduction ; Philosophy ; Where you are now ; How you can learn and develop yourself ; Where you want to be ; Evaluate, check, review and update ; Your personal profile.
Sommario/riassunto	In this title the authors demonstrate how to establish clear long-term goals and how to link your daily action planning to their achievement. This book also provides the tools, techniques and framework for continuing personal development.