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Nota di contenuto	Cover; Title; Copyright; Contents; Introduction; 1 The Psychology of Time Management; 2 Determine Your Values; 3 Think About Your Vision and Mission; 4 Project Forward, Look Backward; 5 Make Written Plans; 6 Chart Your Projects; 7 Create Your Daily ""To-Do"" List; 8 Set Clear Priorities; 9 Stay on Track; 10 Determine Your Key Result Areas; 11 Delegate to Others; 12 Concentrate Single-Mindedly; 13 Overcome Procrastination; 14 Create Blocks of Time; 15 Control Interruptions; 16 Batch Your Tasks; 17 Manage the Telephone; 18 Conduct Effective Meetings; 19 Read Faster, Remember More 20 Invest in Personal Development 21 Organize Your Work Space; Conclusion; Index; About the Author; Free Sample Chapter from Success Under Stress
Sommario/riassunto	This pocket-sized guide reveals 21 proven time management techniques you can use immediately to gain two or more productive hours every day. Featuring the strategies that business expert Brian Tracy has identified as the most effective and that he himself employs.