1. **Record Nr.** UNISA996418546803316

   Titolo Der Platonismus in der Antike : Grundlagen, System, Entwicklung / begrundet von Heinrich Dorrie ; fortgefurth von Matthias Baltes und Christian Pietsch

   Pubbl/distr/stampa Stuttgart ; Bad Cannstatt, : Frommann-Holzboog, 1987-

   Descrizione fisica volumi ; 24 cm

   Disciplina 184

   Soggetti Platonismo

   Collocazione II.1.A. 1846/

   Lingua di pubblicazione Tedesco

   Formato Materiale a stampa

   Livello bibliografico Monografia

2. **Record Nr.** UNINA9910453422003321

   Autore Myles Tamara Schwambach Kano

   Titolo The secret to peak productivity : a simple guide to reaching your personal best / / Tamara Schwambach Kano Myles

   Pubbl/distr/stampa New York : , : American Management Association, , [2014]
   ©2014

   ISBN 0-8144-3386-3

   Edizione [1st edition]

   Descrizione fisica 1 online resource (237 p.)

   Disciplina 650.1/1

   Soggetti Time management
   Orderliness
   Performance
   Electronic books.

   Lingua di pubblicazione Inglese

   Formato Materiale a stampa

   Livello bibliografico Monografia

   Note generali Description based upon print version of record.

   Nota di bibliografia Includes bibliographical references and index.

Nota di contenuto	Cover; Contents; Acknowledgments; 1. STEPS TO PRODUCTIVITY; Maslow's Pyramid; The Peak Productivity Pyramid; The Challenge of Change; Climbing the Peak Productivity Pyramid Levels; Productivity Pointers; 2. WHERE TO START; Peak Productivity Pyramid Assessment; Scoring Your Assessment; Level 1: Physical Organization; Level 2: Electronic Organization; Level 3: Time Management; Level 4: Activity-Goal Alignment; Level 5: Possibility; Productivity Pointers; 3. LEVEL 1: PHYSICAL ORGANIZATION; Why Clearing the Clutter Matters; Getting Rid of Clutter; To Toss; To Do; To Keep; April's Story
	Using the Three To's of SortingFiling Options; Adam's Story; More on Filing; John's Story; Advanced Techniques; Grace's Story; Margaret's Story; Productivity Pointers; 4. LEVEL 2: ELECTRONIC ORGANIZATION; Seven Warning Signs; Electronic Files; A, B, C's of E-Mail Processing; Access; Batch; Check; Delete; Execute; File; Backing Up Your Files; The Future of Electronic Management; Productivity Pointers; 5. LEVEL 3: TIME MANAGEMENT; Three P's of Time Management; Defining Time Management; Importance; Choice Management; Productivity Pointers; 6. PLAN; Write Down Everything; Four Decision Categories
	Beth's StoryUsing Calendars; One Life, One System; Paper Planner; Tracking Tasks Your Way; Productivity Pointers; 7. PRIORITIZE; Prioritizing with Urgent and Important; Box 1: Important and Urgent; Box 2: Important and Not Urgent; Box 3: Not Important and Urgent; Box 4: Not Important and Not Urgent; Productivity Pointers; 8. PERFORM; Perfectionism; Overcoming Procrastination; Time Wasters; Multitasking; Interruptions; Stealing Time; Productivity Pointers; 9. LEVEL 4: ACTIVITY-GOAL ALIGNMENT; Life-Changing Skills; Why Goals Are Important; Reacting Rather Than Planning; Developing Your Vision
	SMART GoalsSix Steps to Goal Setting; Step 1: Commit; Step 2: Understand; Step 3: Create Goals; Step 4: Break Down into Tasks; Step 5: Schedule; Step 6: Assess and Reassess; Productivity Pointers; 10. PAVING THE WAY TO POSSIBILITY; Discipline; Resources; Attitude; Resources; Health; Resources; Holistic Time Management; Resources; Productivity Pointers; 11. LEVEL 5: POSSIBILITY; Maslow and Self-Actualization; Early Influences; Alternate Reality; The Five E's of Possibility; Enjoy; Engage; Enable; Evolve; Explore; Possibility Goals in Mind; Productivity Pointers; 12. POWER OFFICE
	Organize Your Work AreasUncluttered Surfaces; Designated Areas; Backup Systems and Storage; Work Area Efficiency; Folder Systems and Files; Streamline Processes and Systems; Plan and Align Goals and Activities; Plan Tasks; Schedule Activities; Manage E-Mail; Operate from the Power Position; Possibility for the Power Office; Productivity Pointers; 13. HIRING A PRODUCTIVITY CONSULTANT; Hiring Attributes; Attribute 1: Empathy; Attribute 2: Honesty; Attribute 3: Assessing; Attribute 4: Questioning; Attribute 5: A Good Listener; Attribute 6: Experienced; Attribute 7: Specific to Your Needs
	Attribute 8: Well Versed in Different Systems
Sommario/riassunto	Since no single solution will work for everyone, The Secret to Peak Productivity helps you tailor your own personal plan. First, a quick assessment determines your strengths and weaknesses and pinpoints where to focus for immediate results. Then, as you reach each productivity level, you will find a range of potential strategies--allowing you to choose the ones that are right for you for truly remarkable results.