

1. Record Nr.	UNINA9910461249003321
Titolo	Get organized : simple ideas for planning your time
Pubbl/distr/stampa	Oxford, United Kingdom : , : Infinite Ideas, , 2012
ISBN	1-908474-13-0
Edizione	[Rev. and updated ed.]
Descrizione fisica	1 online resource (72 p.)
Disciplina	650.11
Soggetti	Time management Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	""Get organized""; ""Welcome""; ""1. Clear desk, clear conscience""; ""2. Make priorities, meet deadlines""; ""3. Delegate with confidence""; ""4. Procrastination, emails and phones""; ""5. Make the most of meetings""; ""More from Infinite Ideas""; ""Copyright information""
Sommario/riassunto	Do you spend your life always in a panic, fighting fires? Are you snowed under by paperwork and constantly wasting time in useless meetings? Do you long to find in your space in your day to do the things you enjoy? If you answer 'yes' to any of these questions then 'Get Organized' provides the perfect answer. Packed full of useful tips and practical guidance, and written in an entertaining, easy-to-read style, this book will teach you how to organize your life, and so become the effective and fulfilled person you have always wanted to be.