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Sommario/riassunto	In today's competitive global environment?where people at all levels need to accomplish more, in less time, with fewer resources?the ability to manage priorities is key to personal and professional success. How to Manage Your Priorities, Second Edition, provides managers, team leaders, professionals, and others in the workplace with the tools to master this essential business skill. The second edition, revised and updated with a new chapter on technology-based tools for identifying and organizing priorities, teaches managers the critical benefits of managing their priorities and removing the obstacles that interfere with success.