

1. Record Nr.	UNINA9910679402303321
Autore	Chan Janis Fisher
Titolo	How to manage your priorities / / Janis Fisher Chan
Pubbl/distr/stampa	[Saranac Lake, N.Y.], : American Management Association, c2007
ISBN	9781283688741 1283688743 9780761215066 0761215069
Edizione	[2nd ed.]
Descrizione fisica	xvii, 112 p. : ill
Disciplina	650.1/1
Soggetti	Time management Management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Bibliographic Level Mode of Issuance: Monograph
Nota di bibliografia	Includes bibliographical references and index.
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.