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Titolo	Time Management and Personal Development [[electronic resource]]
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Soggetti	Businesspeople -- Time management Executives -- Time management Self-actualization (Psychology) Self-management (Psychology) Success in business Time management
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Note generali	Description based upon print version of record.
Nota di contenuto	Contents; About this book; What are your objectives?; Part one Time management; 1. Philosophy; 2. Develop a personal sense of time; 3. Identify long-term goals; 4. Make middle-term plans; 5. Make the best use of your best time; 6. Organise office work; 7. Manage meetings; 8. Delegate effectively; 9. Make use of committed time; 10. Manage your health; Part two Personal development; Philosophy; 1. Where you are now; 2. How you can learn and develop yourself; 3. Where you want to be; 4. Evaluate, check, review and update; 5. Your personal profile
Sommario/riassunto	This text provides a set of tools and techniques and a framework in which to organise both professional and personal development. Key features include: organising the day more effectively; identifying and controlling major time-wasters; and improving the quality of working time.