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ISBN	1-282-10221-4 9786612102219 0-8144-1390-0
Edizione	[2nd ed.]
Descrizione fisica	1 online resource (128 p.)
Collana	WorkSmart simple solutions for busy people
Altri autori (Persone)	DobsonMichael Singer AlexanderRoy <1925->
Disciplina	658.4/093
Soggetti	Executives - Time management
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Prev. ed. published under title: Commonsense time management. Includes index.
Nota di contenuto	How to think about time -- In the field: how time managers make it work -- The daily to-do list: your basic tool -- Planning: the little parachute that opens the big parachute -- Sensible project management for small to medium projects -- Effective, yes! Efficient, no! Key to priority time -- Save priority time by reducing stress -- How to avoid self-inflicted delay -- The meeting: opportunity or time waster? -- Starving out the time gobblers -- Delegation: giving it to George and Georgina to do -- Communications: time-saving plus or boring minus? -- Why do we procrastinate? And what can we do about it? -- The telephone: tool or time thief? -- Operate your workstation or it'll operate you -- Taking control of technology -- The on-the-go manager prioritizes travel time -- March of time in the global village.
Sommario/riassunto	An indispensable plan for creating more time- and less stress.