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Titolo	Successful self-management [[electronic resource]] : a psychologically sound approach to personal effectiveness / / by Paul R. Timm
Pubbl/distr/stampa	Menlo Park, Calif., : Crisp Publications, c1993
ISBN	1-4175-2497-9
Edizione	[Rev. ed.]
Descrizione fisica	1 online resource (v, 68 pages) : illustrations
Collana	A Fifty-Minute series
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Soggetti	Success Self-management (Psychology) Planning
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	""TITLE""; ""COPYRIGHT""; ""ABOUT THE AUTHOR""; ""PREFACE TO THIS REVISED EDITION""; ""CONTENTS""; ""PART I GETTING STARTED""; ""WHERE ARE YOU NOW?""; ""SELF-MANAGEMENT DEFINED""; ""PART II FIVE BUILDING BLOCKS TO SUCCESS""; ""FIVE BUILDING BLOCKS TO SUCCESS""; ""BLOCK 1: UNDERSTANDING PERSPECTIVE""; ""HOW DO YOU LOOK AT CONTROL?""; ""SELF-QUIZ: HOW I ALLOCATE MY TIME AND TALENTS""; ""SELF-QUIZ RESULTS""; ""BLOCK 2: UNDERSTANDING PURPOSE""; ""VALUES WORKSHEET""; ""FURTHER VALUE SHARPENING""; ""MORE THOUGHTS ON VALUE CLARIFICATION""; ""THE 3-STEP VALUE SHAPING PROCESS"" ""VALUE ALIGNING ACTIVITIES THE COMFORTABLE MARRIAGE OF VALUES AND GOALS""""CHARACTERISTICS OF GOOD GOALS""; ""BLOCK 3: UNDERSTANDING YOUR PERSONALITY""; ""ASSERTIVENESS""; ""HOW ASSERTIVE ARE YOU?""; ""HOW RECEPTIVE ARE YOU?""; ""FEEDBACK RECEPTIVENESS QUIZ""; ""FEEDBACK IN BUSINESS""; ""HOW TO NURTURE GOOD FEEDBACK""; ""FEEDBACK CHECKLIST""; ""BLOCK 4: UNDERSTANDING PLANNING""; ""LET'S STOP AND DO IT""; ""Completion Symbols: The Payoff""; ""TYING GOALS AND VALUES TO YOUR DAILY PLANNING""; ""PLAN-IT A© FORMS""; ""ORDER FORM FOR THE PLAN-IT LIFE ORGANIZER A©"" ""BLOCK 5: UNDERSTANDING PRODUCTIVITY""""SOME TIME-TESTED DEFENSES AGAINST THE BIG 6 PRODUCTIVITY KILLERS""; ""1.

INTERRUPTIONS""; ""2. CLUTTER and PAPERWORK""; ""3. UNPRODUCTIVE COMMUNICATION""; ""4. PROCRASTINATION""; ""5. INDECISION""; ""6. SELF-OVERLOAD""; ""PART III A FINAL THOUGHT ABOUT BALANCE IN YOUR LIFE""; ""A FINAL THOUGHT ABOUT BALANCE IN YOUR LIFE""; ""WELLNESS AND CENTERING A LOPSIDED WHEEL""; ""LOPSIDED WHEEL: AN EXAMPLE""; ""IS YOUR WHEEL ROUND OR LOPSIDED?""; ""YOUR BALANCE WHEEL""

2. Record Nr.	UNISA996218444703316
Titolo	Medical design news : MDN
Pubbl/distr/stampa	Cleveland, OH, : Penton Media, Inc., ©2001-
Descrizione fisica	1 online resource
Disciplina	681
Soggetti	Medical instruments and apparatus - Design and construction Equipment and Supplies Equipment Design - instrumentation Electronics, Medical Periodical Periodicals.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Periodico
Note generali	Title from cover.