

1. Record Nr.	UNINA9910453185203321
Autore	Tracy Brian
Titolo	Time management / / Brian Tracy
Pubbl/distr/stampa	New York : , : American Management Association, , [2014] ©2014
ISBN	0-8144-3344-8
Edizione	[1st edition]
Descrizione fisica	1 online resource (138 p.)
Collana	The Brian Tracy success library
Disciplina	650.1/1
Soggetti	Time management Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover; Title; Copyright; Contents; Introduction; 1 The Psychology of Time Management; 2 Determine Your Values; 3 Think About Your Vision and Mission; 4 Project Forward, Look Backward; 5 Make Written Plans; 6 Chart Your Projects; 7 Create Your Daily ""To-Do"" List; 8 Set Clear Priorities; 9 Stay on Track; 10 Determine Your Key Result Areas; 11 Delegate to Others; 12 Concentrate Single-Mindedly; 13 Overcome Procrastination; 14 Create Blocks of Time; 15 Control Interruptions; 16 Batch Your Tasks; 17 Manage the Telephone; 18 Conduct Effective Meetings; 19 Read Faster, Remember More 20 Invest in Personal Development21 Organize Your Work Space; Conclusion; Index; About the Author; Free Sample Chapter from Success Under Stress
Sommario/riassunto	This pocket-sized guide reveals 21 proven time management techniques you can use immediately to gain two or more productive hours every day. Featuring the strategies that business expert Brian Tracy has identified as the most effective and that he himself employs.

2. Record Nr.	UNINA9910894160003321
Titolo	Anuarul Universitatii "Petre Andrei" din Iasi : = Year-book "Petre Andrei" University from Iasi . [...] Fascicula Asistenta sociala, sociologie, psihologie = Fascicle Social work, sociology, psychology
Pubbl/distr/stampa	Iasi, : Ed. Lumen Frankfurt, M., : CEEOL, 2010-
Descrizione fisica	Online-Ressource
Disciplina	300 360 150
Soggetti	Zeitschrift
Lingua di pubblicazione	Rumeno
Formato	Materiale a stampa
Livello bibliografico	Periodico
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