

1. Record Nr.	UNISA996213398503316
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Titolo	Concise time management and personal development [[electronic resource] /] / John Adair
Pubbl/distr/stampa	London, : Thorogood, c2003
ISBN	1-85418-801-1 1-280-23319-2 9786610233199 1-4237-2197-7 1-85418-510-1
Descrizione fisica	1 online resource (154 p.)
Disciplina	658.4093
Soggetti	Time management Success in business
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Part one : time management. Philosophy ; Develop a personal sense of time ; Identify long-term goals ; Make middle-term plans ; Plan the day ; Make the best use of your best time ; Organise office work ; Manage meetings ; Delegate effectively ; Make use of committed time ; Manage your health -- Part two : personal development. Introduction ; Philosophy ; Where you are now ; How you can learn and develop yourself ; Where you want to be ; Evaluate, check, review and update ; Your personal profile.
Sommario/riassunto	In this title the authors demonstrate how to establish clear long-term goals and how to link your daily action planning to their achievement. This book also provides the tools, techniques and framework for continuing personal development.