

1. Record Nr.	UNISA996339106503316
Autore	Wint Warren
Titolo	Successful Time Management: Showing Business Owners and Managers How to Work Smarter Not Harder
Pubbl/distr/stampa	[Place of publication not identified], : Vacation Work Publications Imprint, 2009
ISBN	1-283-11387-2 1-85458-615-7 9786613113870
Descrizione fisica	1 online resource (217 pages)
Disciplina	650.11
Soggetti	Management Styles & Communication Management Business & Economics
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Bibliographic Level Mode of Issuance: Monograph
Nota di contenuto	Cover -- Contents -- Introduction -- Part1, Time management basics -- Ch1 Time management and your life -- Ch2 Goals -- Ch3 Getting started -- Ch4 Setting priorities -- Ch5 Putting a plan together -- Part2 Time management tools -- Ch6 Using Outlook to manage your time -- Ch7 Dealing with interruptions -- Ch8 Essential time management skills -- Ch9 Managing time in meetings -- Ch10 Assertiveness -- Ch11 Communication skills -- Ch12 Your personal time management -- Ch13 Quickstart guide: summary of key points -- Ch14 Troubleshooting -- Index.
Sommario/riassunto	This step-by-step guide to successful time management looks at how to gain control over your schedule, get more done and be more efficient. This book is for anyone who wants to work smarter not harder and includes tips on managing emails.