

1. Record Nr.	UNISA996339129903316
Autore	Caunt John
Titolo	How to organize yourself // John Caunt
Pubbl/distr/stampa	Philadelphia, Pa., : Kogan Page Ltd., 2013 Philadelphia, Pa. : , : Kogan Page Ltd., , 2013
ISBN	0-7494-6719-3 1-299-16033-6
Edizione	[4th ed.]
Descrizione fisica	1 online resource (viii, 184 pages) : illustrations
Collana	Creating Success Creating success
Disciplina	650.1 650.11
Soggetti	Time management Personal information management Life skills
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di contenuto	Introduction -- Know where you are going -- Organize your time -- Understand the way you work -- Organize information -- Organize the way you work with others -- Organize your space -- Organize filing systems -- Use technology to assist -- Organize yourself at home and away -- Keep up the good work.
Sommario/riassunto	Helps readers develop effective organizational skills to improve the way they work. It contains tips on seeing through complex problems, building positive workplace habits, avoiding information overload, overcoming distractions and interruptions, organizing work space and filing systems, making effective use of technology, and coping with the challenges of working from home.