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| Autore | Forsyth Patrick |
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| Edizione | [3rd ed.] |
| Descrizione fisica | 1 online resource (196 p.) |
| Collana | Creating Success Creating success |
| Disciplina | 650.1/1 650.11 |
| Soggetti | Time management |
| Lingua di pubblicazione | Inglese |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
| Note generali | Description based upon print version of record. |
| Nota di contenuto | Author's note to this revised edition -- Preface -- Time : a key resource : opportunities and difficulties -- First steps towards effective time management -- Getting (and staying) organized -- Combating the time wasters -- E-mails: shortcut or time black hole? -- First things first -- Controlling the paperwork -- Working with other people -- Final words -- Appendix 1: Time management to the rescue -- Appendix 2: Time management format examples. |
| Sommario/riassunto | Successful Time Management is packed with proven tips and techniques to help you review and assess you time management and adopt new work practices to improve it. It includes great time-saving ideas, practical solutions and checklists, plus advice on: controlling paperwork; organizing your e-mail inbox; delegating and working with others; prioritizing to focus on key issues; getting and staying organized. Now in its third edition, this essential guide will help you minimize time-wasting and interruptions, and focus on the priority tasks that will lead to success in your job and career. |