Time Management Proven Techniques For Making Every Minute Count

Time Management-Richard Walsh 2005-01-01 Are you a slave to your to-do list? At the end of the day, is your list longer than when you started? Are you awash in a sea of sticky notes and memos? Stop! Instead of listing more, learn how to prioritize, work smarter, not harder, and stay on top of your work every day. This revolutionary guide tells you how to complete a day's work in 10 minutes or less, leaving you the rest of the day free for the things you really want to do. This guide has sold millions of copies worldwide and is now available in a new, revised Second Edition. And there's more—a lot more. You'll learn how to: Distinguish between the important and the urgent "No" and avoid time-wasting tasks Delegate for greater productivity Communicate more effectively Understand the many time-management software programs available Cope with stress This book provides a framework for building a personal time philosophy and the real-world tips and techniques for becoming more productive in your job than you think. So if you want to get more work done in less time than you think, keep reading. Time Management. Second Edition will help you find it. Richard Walsh is a publishing professional who specializes in career books. He edits the annual National JobBank. He lives in Boston.

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