



Time Management

By Ros Jay

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Time Management, Ros Jay, This title presents a fast track route to mastering all aspects of time management. It covers all the key techniques for managing your time successfully, from clearing your desk to prioritisation, and from good delegation to knowing how and when to say 'no'. It provides examples and lessons from some of the world's most successful time managers, and ideas from the smartest thinkers, including Robert Paterson, Don Aslett and Stephen Covey. It includes a glossary of key concepts and a comprehensive resources guide. ExpressExec is a unique business resource of one hundred books. These books present the best current thinking and span the entire range of contemporary business practice. Each book gives you the key concepts behind the subject and the techniques to implement the ideas effectively, together with lessons from benchmark companies and ideas from the world's smartest thinkers. ExpressExec is organised into ten core subject areas making it easy to find the information you need: Innovation; Enterprise; Strategy; Marketing; Finance; Operations and Technology; Organizations; Leading; People; and, Life and Work. ExpressExec is a perfect learning solution for people who need to master the...



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