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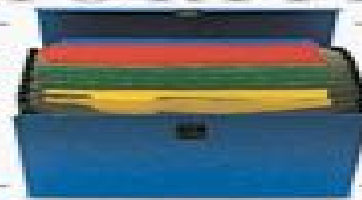
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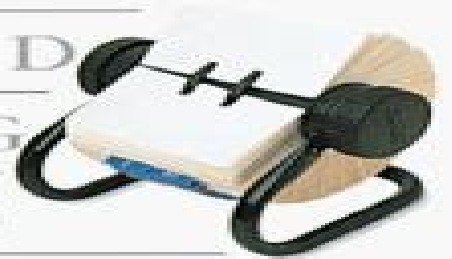
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Dk Essential Managers Manage Your Time

Christina Osborne



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DK Essential Managers: Achieving High Performance Michael Bourne, Pippa Bourne, 2009-03-30 Maximize your impact in the workplace with *Achieving High Performance* It will show you how to get the best out of your job by working smarter not harder Mike Bourne is Professor of Business Performance at Cranfield School of Management in the UK

You Can Manage Your Time Better Lucy MacDonald, 2014-07-15 Everyday we struggle with time haunted by undone to do lists ever fuller inboxes and missed deadlines Often we are so busy over thinking the past and worrying about the future we forfeit our enjoyment of the present *You Can Manage Your Time Better* shows you how to maximize your time eliminate stress and reclaim your life Stress and anger management specialist Lucy MacDonald shares her expert tips for coping with time pressured situations from handling meetings at work to helping children study with exams With more than 25 simple step by step exercises that cover key life skills you will be able to defeat procrastination identify your values de clutter your admin delegate tasks have the confidence to say no and find the optimum life work balance This practical and inspiring guide will enable you to find time for the things that really matter to you and make the most of every day Effective time management can positively affect your overall quality of life poorly managed time can lead to feelings of frustration and stress new addition to the You Can series offering tried and tested practical tips to help you develop organizational skills Special sections geared toward parents students and the workplace Written by qualified and award winning counselor who specializes in stress and anger management

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