



Successful Time Management: A Self-teaching Guide (2nd Revised edition)

By J.D. Ferner

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Successful Time Management: A Self-teaching Guide (2nd Revised edition), J.D. Ferner, A proven action plan for enhancing your most precious resource - time Do you feel bogged down by paperwork, routine chores, and interruptions? Have you told yourself that if you only had more time you could accomplish more in your professional and personal life? This practical guide shows you how to manage your time most efficiently and effectively. Revised and expanded to include the latest strategies and equipment, Successful Time Management, Second Edition, helps you develop and enact an action plan to get more done at work and at home. Jack Ferner's interactive, step-by-step approach offers: * Clear-cut, easy-to-follow guidelines on how to recognize, analyze, and fix existing time-management problems* Proven strategies for establishing clear goals, setting priorities, and committing to a course of action* Expert tips on controlling interruptions, saying no when necessary, and delegating* Dozens of helpful charts and planning worksheets, skill-building exercises, and actual cases "Imaginative and provocative a readable and interesting treatment of a subject that all may find profitable. Recommended." - Academy of Management Review "One of the best single publications to help...



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