



Time Management for Dummies

By Mayer, Jeffrey J.

Book Condition: New. Ships From Canada. Trade paperback (US). Glued binding. 274 p. For Dummies (Lifestyles). Audience: General/trade. Book Description: IF YOU'VE ALWAYS WANTED, to learn about time management but could never get around to it, you really need Time Management For Dummies. Here, you find practical, how-to advice that you can implement right away to get your life back in balance and be more successful at home and at work. Jeffrey J. Mayer, one of the United States' foremost authorities on time management, shares his expert tips on such topics as organizing your desk and files, prioritizing your to-dos, setting goals, and scheduling time for yourself, your family, and your friends. Ingram Get organized the.For Dummies way. Be more productive and combat ineffective time management. This book shows how to work smarter, improve your follow-up system, use personal managers (PIM's), and how to maximize your business relationships. Learn to use the telephone and other electronic instruments for ma.



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