



Getting Organized at Work: 24 Lessons to Set Goals, Establish Priorities, and Manage Your Time

By Kenneth Zeigler

McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, Getting Organized at Work: 24 Lessons to Set Goals, Establish Priorities, and Manage Your Time, Kenneth Zeigler, This title contains 24 lessons to set goals, establish priorities, and manage your time. "Getting Organized at Work" supplies you with 24 tips, tools, ideas, and strategies for becoming far more organized with your tasks and priorities, gaining efficiency in everything you do, and getting more done in less time. Designed to work with virtually any time management system, the workplace-tested guidelines in this handbook will help you to: set goals; think realistically; plan your work and work your plan; use and manage a master list; prioritize; conquer and control your desk; limit interruptions; manage incoming e-mail and calls; delegate; and, plan, schedule, and run meetings smart. Kenneth Zeigler has helped thousands of clients find up to two extra hours in each day. Now "Getting Organized at Work" will give you the tools you need to identify and accomplish your most important tasks, uncover and eliminate your nonessential activities, and gain control of personal time, your most valuable and irreplaceable asset.



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Reviews

An extremely wonderful book with lucid and perfect information. It is one of the most awesome publication i have read. Your life period will probably be enhance the instant you total looking at this pdf.

-- Prof. Dan Windler MD

It is really an amazing publication i actually have at any time read. It is really simplistic but unexpected situations inside the 50 percent of your pdf. Its been written in an exceptionally simple way in fact it is just right after i finished reading this ebook where actually transformed me, alter the way i really believe.

-- Dr. Celestino Spinka III