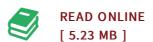




HBR Guide to Getting the Right Work Done

By Harvard Business Review

Harvard Business Review Press. Paperback. Book Condition: new. BRAND NEW, HBR Guide to Getting the Right Work Done, Harvard Business Review, IS YOUR WORKLOAD SLOWING YOU--AND YOUR CAREER--DOWN? Your inbox is overflowing. You're paralyzed because you have too much to do but don't know where to start. Your to-do list never seems to get any shorter. You leave work exhausted but have little to show for it. It's time to learn how to get the right work done. In the HBR Guide to Getting the Right Work Done, you'll discover how to focus your time and energy where they will yield the greatest reward. Not only will you end each day knowing you made progress--your improved productivity will also set you apart from the pack. Whether you're a new professional or an experienced one, this guide will help you: * Prioritize and stay focused * Work less but accomplish more * Stop bad habits and develop good ones * Break overwhelming projects into manageable pieces * Conquer e-mail overload * Write to-do lists that really work.



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Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner's Crochet Guide with Pictures)

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Getting Your FREE Bonus Download this book, read it to the end and see BONUS: Your FREE Gift chapter after...



Hands Free Mama: A Guide to Putting Down the Phone, Burning the To-Do List, and Letting Go of Perfection to Grasp What Really Matters!

ZONDERVAN, United States, 2014. Paperback. Book Condition: New. 211 x 137 mm. Language: English . Brand New Book. Rachel Macy Stafford s post The Day I Stopped Saying Hurry Up was a true phenomenon on The Huffington Post, igniting countless conversations online...



Comic Maths: Sue: Fantasy-Based Learning for 4, 5 and 6 Year Olds

The Captain Papadopoulos Publishing Company, United Kingdom, 2012. Paperback. Book Condition: New. Brian Williamson (illustrator). 276 x 214 mm. Language: English. Brand New Book ***** Print on Demand ******.Comic Maths: Sue (Key Stage 1, Level 1) has been created for children...



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