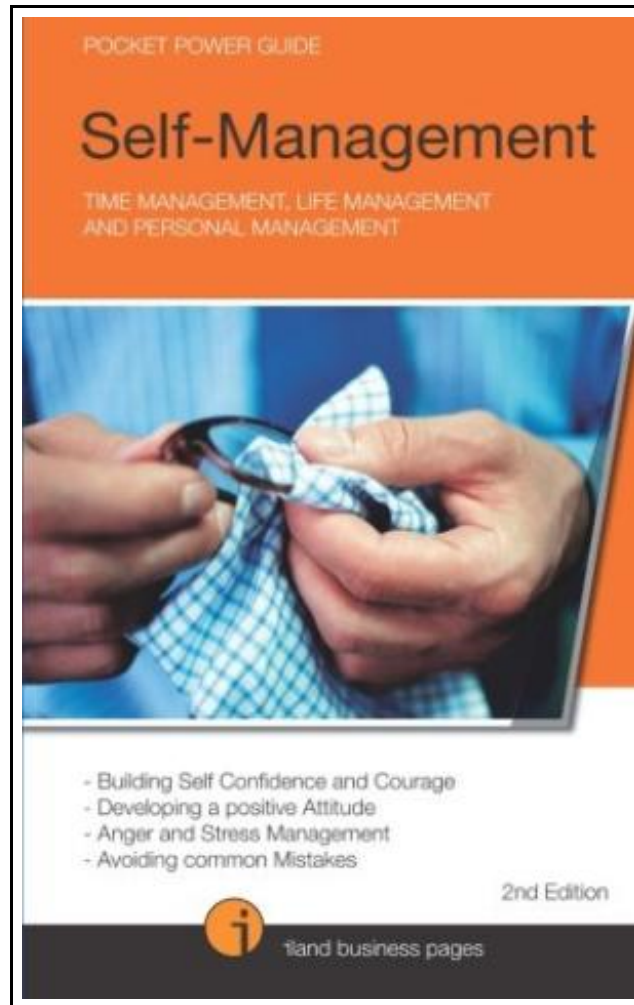


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Createspace, United States, 2013. Paperback. Book Condition: New. 203 x 127 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Self-Management can simply be described as a set of skills, strategies and tactics that can be used to achieve the desired personal and professional outcomes. This book provides an approach for self-management that can well be summarized as a Focus-Analyze-Alter . In order to achieve any desired outcome, you must set the right objectives and keep focus on them. Once you know your destination, it s time to find the right path to your destination. You can find this path by analyzing Goal setting and identifying objectives, personal or professional, is central to our existence. However, fulfillment of the same often remains questionable. Self-management is a set of strategies that can be highly instrumental in helping you set the right goals and work in an organized and decisive manner towards fulfilling the same. Organization, in this context, includes several facets like management of time and resources to facilitate a smooth and focused path to success. It cannot make your path to success shorter, but it can surely make it easier. Decision making and choosing the right options is integral to effective management. This facet can certainly shorten your path to success. With decision-making comes inevitable stress, which can lead you to uncertainty and indecisiveness. This makes it essential to manage this stress, frustration and anger, which may arise as an outcome of the aforementioned. Therefore, self-management has been identified as a smart balance of resource management, time management and personal management. This book gives you an insight on the three main aspects of self-management namely, time management, life management and personal management. Self-Understanding the criticality of time management in our daily lives, a task-based approach for the effective...



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