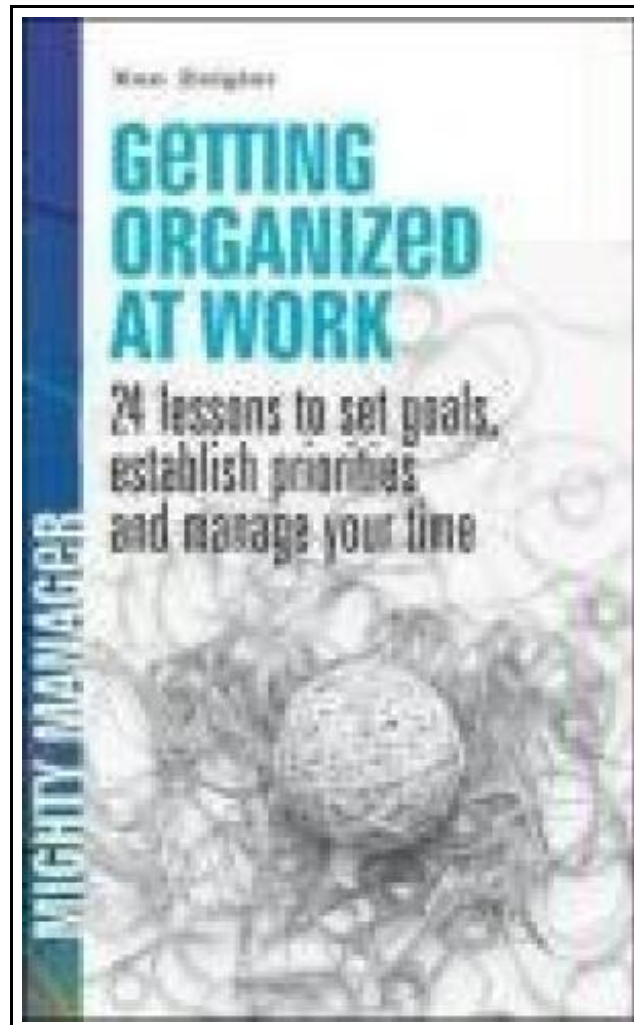


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McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, Getting Organised at Work: 24 Lessons to Set Goals, Establish Priorities, and Manage Your Time (UK Ed), Kenneth Zeigler, "Getting Organized at Work" shows busy professionals how to get two more hours of productivity out of each day. It provides 24 lessons to master working on the right task at the right time and to put an end to procrastination. Designed to work with virtually any time management system; the workplace tested guidelines in this book have quick, easy to implement strategies to identify the important tasks, uncover and eliminate the nonessential activities and gain control of personal time.

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