



## Managing Time: Expert Solutions to Everyday Challenges

By Harvard Business School Press

Harvard Business Review Press. Paperback. Book Condition: new. BRAND NEW, Managing Time: Expert Solutions to Everyday Challenges, Harvard Business School Press, "Managing Time" delivers proven advice on how to get the right things done - faster, smarter, and more efficiently. From setting goals and breaking them down into tasks to creating a manageable schedule and putting it into action, this user-friendly guide outlines proactive ways to focus on mission-critical tasks, eliminate or delegate non-priority projects, control interruptions, and avoid distractions. It is the essential guide to maximizing every manager's most valuable commodity. It instructs readers how to: set goals and focus on high-priority tasks; organise their space and save their time; use scheduling tools that really work for them; avoid distractions and control interruptions; delegate effectively; and, get more done in less time.



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### Reviews

*Good eBook and helpful one. It really is written in straightforward words and phrases and never confusing. I am just effortlessly could possibly get a enjoyment of looking at a published book.*

-- **Romaine Rippin**

*The book is great and fantastic. it absolutely was written very properly and beneficial. It is extremely difficult to leave it before concluding, once you begin to read the book.*

-- **Lyda Davis II**

## Other Books



### **Unplug Your Kids: A Parent's Guide to Raising Happy, Active and Well-Adjusted Children in the Digital Age**

Adams Media Corporation. Paperback. Book Condition: new. BRAND NEW, Unplug Your Kids: A Parent's Guide to Raising Happy, Active and Well-Adjusted Children in the Digital Age, David Dutwin, TV. Web Surfing. IMing. Text Messaging. Video Games. iPods. Kids today are plugged into...



### **Six Steps to Inclusive Preschool Curriculum: A UDL-Based Framework for Children's School Success**

Brookes Publishing Co. Paperback. Book Condition: new. BRAND NEW, Six Steps to Inclusive Preschool Curriculum: A UDL-Based Framework for Children's School Success, Eva M. Horn, Susan B. Palmer, Gretchen D. Butera, Joan A. Lieber, How can inclusive early educators plan and deliver...



### **It's Just a Date: How to Get 'em, How to Read 'em, and How to Rock 'em**

HarperCollins Publishers. Paperback. Book Condition: new. BRAND NEW, It's Just a Date: How to Get 'em, How to Read 'em, and How to Rock 'em, Greg Behrendt, Amiira Ruotola-Behrendt, A fabulous new guide to dating co-authored by Greg Behrendt, former writer on...



### **You Shouldn't Have to Say Goodbye: It's Hard Losing the Person You Love the Most**

Sourcebooks, Inc. Paperback / softback. Book Condition: new. BRAND NEW, You Shouldn't Have to Say Goodbye: It's Hard Losing the Person You Love the Most, Patricia Hermes, Thirteen-year-old Sarah Morrow doesn't think much of the fact that her mother winced a little...



### **Houdini's Gift**

Independent Publishers Group (IPG) - Chicago Review Press, 2009. Hardcover. Book Condition: New. Revisiting well-loved characters from a past adventure, this picture book presents animal-loving Ben with the challenge of having another pet after losing his pet hamster. Knowing that Ben is...



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DK Publishing (Dorling Kindersley). Paperback / softback. Book Condition: new. BRAND NEW, DK Readers L4: Danger on the Mountain: Scaling the World's Highest Peaks, Andrew Donkin, Linda Martin, From blizzards and glaciers on the world's highest peaks to the challenge of free...