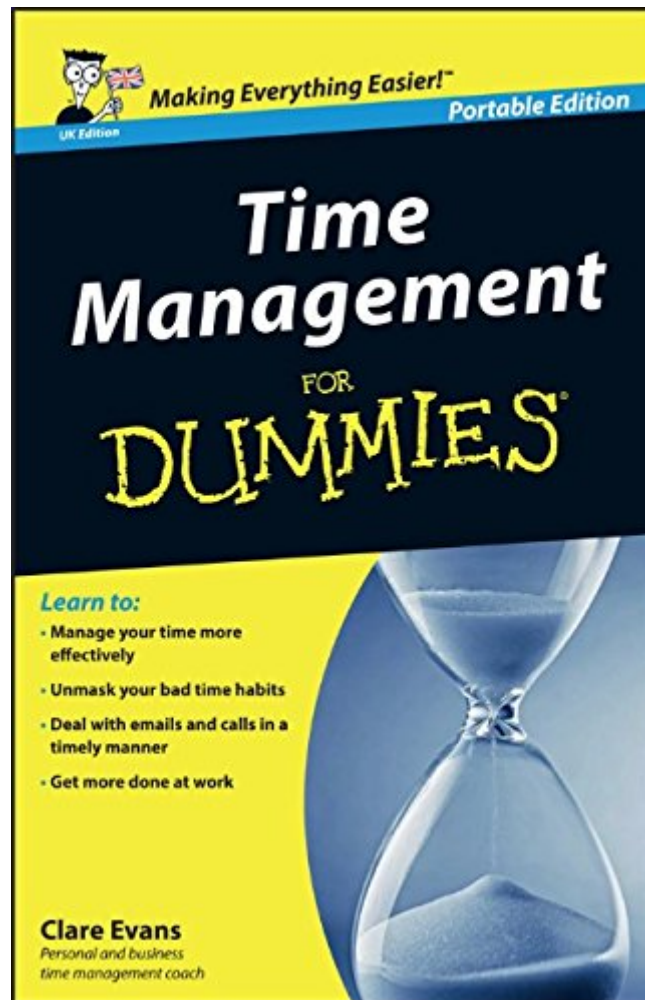


Time Management For Dummies - UK PDF



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Time Management For Dummies - UK by Clare Evans ISBN 0470777656

If you're finding yourself tied down by piles of paperwork, endless unanswered emails and thousands of to-do lists, then this is the book for you! Become a more efficient, effective and productive you with *Time Management For Dummies*- your one-stop guide to taking control of your life.

Packed with hundreds of time-saving ideas, techniques and strategies, you'll be able to: get on top of your workload, communicate effectively, make the most of your business meetings, organise your desk and files, prioritise and delegate well, and kick the procrastination habit. With tips on getting more out of your time away from your desk, maintaining a productive home office environment and still finding time to see to your finances, health and social life, these time management tools will leave you feeling in control of your life – at work and at home.

Time Management For Dummies covers:

- What is Time Management?
- Getting Your Time in Order
- Organising The Work You Have To Do
- Working From Home
- The Bigger Picture

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