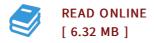




## The personal efficiency system Awakening S19(Chinese Edition)

By SU WEI LUN ZHU BIAN

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date: 2001-10-25 Publisher: Chinese title of textile basic information: personal productivity system Awakening Original Price: 21 yuan Author: Su Weilun editor of Press: China Textile Publication Date: 2001-10-25ISBN: 9787506419581 words: Page: Revision: Binding: Folio: Weight: Editor's Choice EXECUTIVE SUMMARY the personal efficiency psychology of Contents Chapter 1; determination; 2 to concentrate; 3 practice brain; 4 emotions; 5 love and work; 6 preemptive; 7 appropriately perfection; 2 Chapter effectively organize information; finishing of a newspaper; 2 using the record card collate information; 3 Notepad finishing; 4 Office of the collation of information; the 5 personal family information collation; Chapter 3 learn to systematize; 1 Why systematic; your work need systematic; 3 now systematically; Chapter 4 How to plan; 1 to determine the long-term plan; 2 medium-term plan; 3 week program; 4 plan; 5 project plan; 6 goal setting value orientation; common problem in Chapter 5 Time Management; effective time managers do? 2 Time Management ---- challenge individuals; Chapter 6 to prevent time-wasting tactic stolen; a vigilance delays; 2 four law preventing the waste of time; 3 to reduce...



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