



Successful Time Management: Learn to Prioritise; Minimise Paperwork; Maximise Performance (Sunday Times Creating Success)

Patrick Forsyth

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In business, the increasing pressure to achieve makes time management a vital skill. It is necessary to be able to work efficiently and effectively to ensure that one's desired results are achieved - both in one's job, and in one's career.

Successful Time Management contains tips and techniques that can help anyone review and assess their own time management and adopt new work practices to improve it. It includes great advice on controlling paperwork, getting and staying organized, delegating and working with others, and prioritizing to focus on key issues. The appendices include a brief assessment of various time management systems such as day, year or meeting planners, action sheets, and more.

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