

# Time Management



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著者:Harvard Business School Press

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## Book Description

The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Books in the series serve as “mentor and guide” to help managers understand business fundamentals such as financial tools, teams, change, hiring, and communication. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience, and will prove especially valuable for new and middle managers. Time Management discusses the various options for how to use your time effectively to achieve the best results both personally and organizationally. Topics include prioritizing tasks, scheduling, stress management, and work/life balance.

## Synopsis

Provides comprehensive advice, personal coaching, background information and guidance on the most relevant topics in business. Whether you are a new manager

seeking to expand your skills or a seasoned professional looking to broaden your knowledge base, these solution oriented books put reliable answers at your fingertips.

## About the Author

Harvard Business Essentials The Reliable Source for Busy Managers The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience. To assure quality and accuracy, each volume is closely reviewed by a specialized content adviser from a world class business school. Whether you are a new manager interested in expanding your skills or an experienced executive looking for a personal resource, these solution-oriented books offer reliable answers at your fingertips.

## Book Dimension

Height (mm) 231 Width (mm) 154

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## 标签

MANAGEMENT

经济商业

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时间管理

LIFE

评论

very good book, the English is not difficult to understand,there are many very useful and pratical skills in management.

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书评

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