Getting Organized at Work



Getting at Work

24 Lessons to Set Goals, Establish Priorities, and Manage Your Time

THE EMPLOYEE HANDBOOK FOR ENHANCING CORPORATE PERFORMANCE



Ken Zeigler

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在线阅读本书
Getting Organized at Work shows busy professionals how to get two more hours of productivity out of each day. It provides 24 lessons to master working on the right task at the right time and to put an end to procrastination.
作者介绍:
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书评

虽然我向来认为为了更好的从事工作而去学习时间管理是最悲哀的,但是我依然买下了这本书。而结果证明了我这个无心的决定是多么的英明。

或许您会嘲笑我这种莫名的兴奋,	或许我确实是很寡闻,	但是却真的是这本书第一	-次告
诉了我应该用两张相互衔接的清单	单来对自己的事务进行管	至理	

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