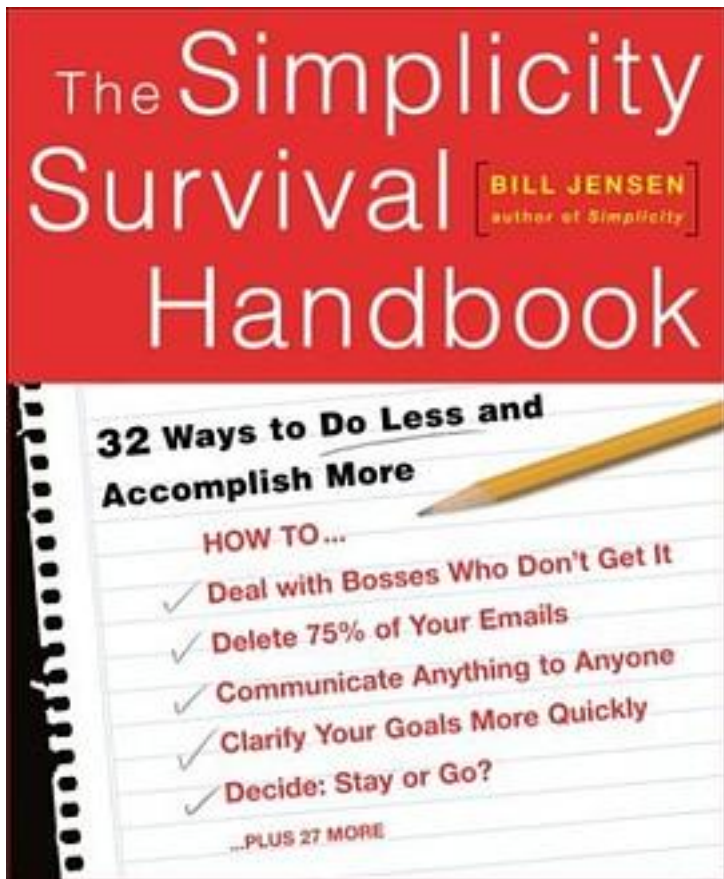


The Simplicity Survival Handbook



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著者:Bill Jensen

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In the Simplicity Survival Handbook: 32 Ways To Do Less and Accomplish More, Bill Jensen, author of the best-selling Simplicity, offers step-by-step techniques to running your business more successfully and getting more accomplished in a shorter amount of time. In today's extremely fast-paced world, Jensen's user-friendly-and often hilarious-survival guide is an indispensable guide to workplace survival.

In a world of more-better-faster, the challenges and stresses in the workplace have never been greater. The new rules seem to be too much to do and not enough time. Time is at a premium and the pace is always increasing. And in an economy where worker talent (things like know-how, energy, attention, commitment, and creativity) is at a premium, everyone is trying to maximize personal productivity.

In *The Simplicity Survival Handbook*, Jensen offers the antidote you're seeking: a practical guide to doing less in a world of more. He also demonstrates how to make your time count. A few of the daily struggles that Jensen addresses include how to:

- * Deal with Bosses Who Don't Get It
- * Delete 75% of Your Emails
- * Clarify Your Goals More Quickly
- * Decide: Stay or Go

From "How to Write Shorter Emails for Better Results" to "How to Use Your Mentor to Help You Do Less," Jensen offers proven strategies for communicating more effectively, setting priorities, and balancing the competing demands on your time, while avoiding the time-sinkers. He also takes on corporate foolishness, walking you through how to be more productive and take greater control of your workday and, by extension, your life. *The Simplicity Survival Handbook* is an indispensable tool for anyone struggling to succeed in today's take-no-prisoners business climate.

作者介绍:

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