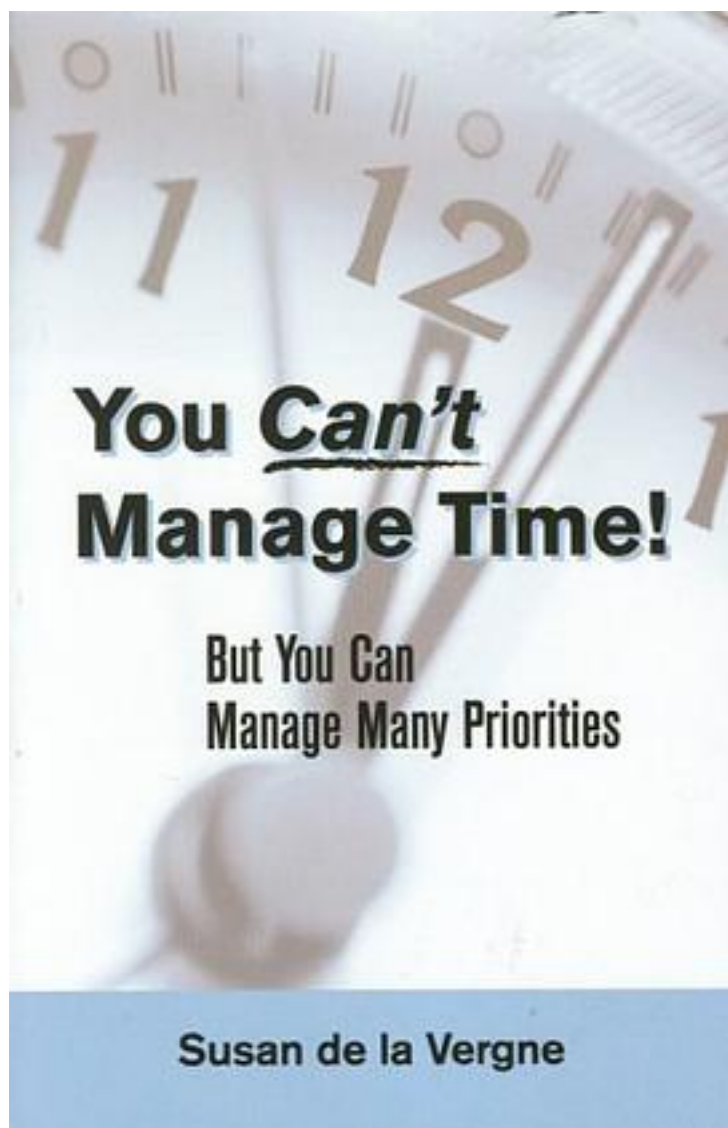


You CAN'T Manage Time



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There's no such thing as ""time management,"" Time can't be made to last longer or spent faster than it comes. It can't be saved up for later. It simply proceeds as it always has, uninterrupted, and all anyone can do is live within it. "You Can't Manage Time" is a guide for overwhelmed professionals doing their level best to get it all done. However, the way to do it isn't by managing time but instead by managing yourself - your creativity, your energy, and your communication. Early on, the reader is invited to complete a short assessment ("Ask Yourself") aimed at identifying strengths and shortcomings relative to getting things done. The "Ask Yourself Score Sheet" organizes the responses into categories, six in all. Five of the six categories are squarely within an individual's direct ability to control and manage (for example, procrastination, professionalism, communications). The last category - "Beyond Your Control" - acknowledges that certainly there are things that fall out of the sky and land in your lap. The point of the book is that it is well within the reader's power to improve significantly. More than a mere how-to, it's a book of encouragement and practical advice. The author also includes the practical application of emotional intelligence in the workplace, and there are a number of places where practical recommendations about handling the challenges of managing many priorities are linked to Daniel Goleman's Emotional Intelligence model.

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