

If You Want it Done Right, You Don't Have to Do it Yourself

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The **1** Way to Increase Your Efficiency  
and Make Your Job and Your Life Better

If  
You  
Want It  
Done Right,  
You *Don't*  
Have to  
Do It Yourself!



The Power of  
Effective Delegation

***Donna M. Genett, Ph.D.***

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In this delightful, quick-to-read, business-management allegory, Donna M. Genett, Ph.D., uses an entertaining narrative about identical cousins, James and Jones, to introduce her successful six-step program for effective delegation. Whether you are the one delegating or you wish to help your boss become a better delegator, these six simple steps are guaranteed to lighten your workload and give you more time to focus on what's really important--on and off the job.

作者介绍:

目录:

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