

Time Management



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出版者:Course Technology Ptr

出版时间:2006-3

装帧:Pap

isbn:9781418889111

It doesn't matter if you use a paper notebook or the fanciest smartphone, mastering your use of time will help you achieve more and worry less. Everyone has the power to take control of their time. Learn the basic principles of time management and discover the personal style that works best for you.

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