

# Successful Time Management



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"Business Buddies" personal advice books offer concise answers to questions and problems related to virtually all aspects of business management, coordination, communication, and generally getting ahead in the corporate world. Each title follows the series a general format with checklists of doas and donats and succinct business pointers." "Business Buddies" titles are fast-read idea books for career-minded men and women, emphasizing practical advice that readers can put to immediate use as they move up the corporate ladder. This title suggests methods to help readers analyze the relative importance of tasks to perform and goals to meet. Which take top priority? Which tasks can be delegated or postponed?

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