

# Make Every Minute Count



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Time can't be saved up,but it can be managed.Each one of us will manage time

differently to suit our personality and lifestyle, but the basic processes are described here, so we can choose which to apply to our circumstances:

- Delegating
- Dealing swiftly with interruptions and time-wasters
- Planning ahead
- Prioritising tasks
- Using travelling time
- Making technology do the work.

The checklists, time analysis forms and charts can be adapted to suit individual needs. This book will help you to allocate your time more efficiently, so that you can get more done in less time, and will prove an invaluable guide for managers at all levels.

作者介绍:

Marion E Haynes is now a full-time author and trainer, having retired from Shell Oil Company in the US. He is the author of Project Management and Effective Meeting Skills, also in this series.

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