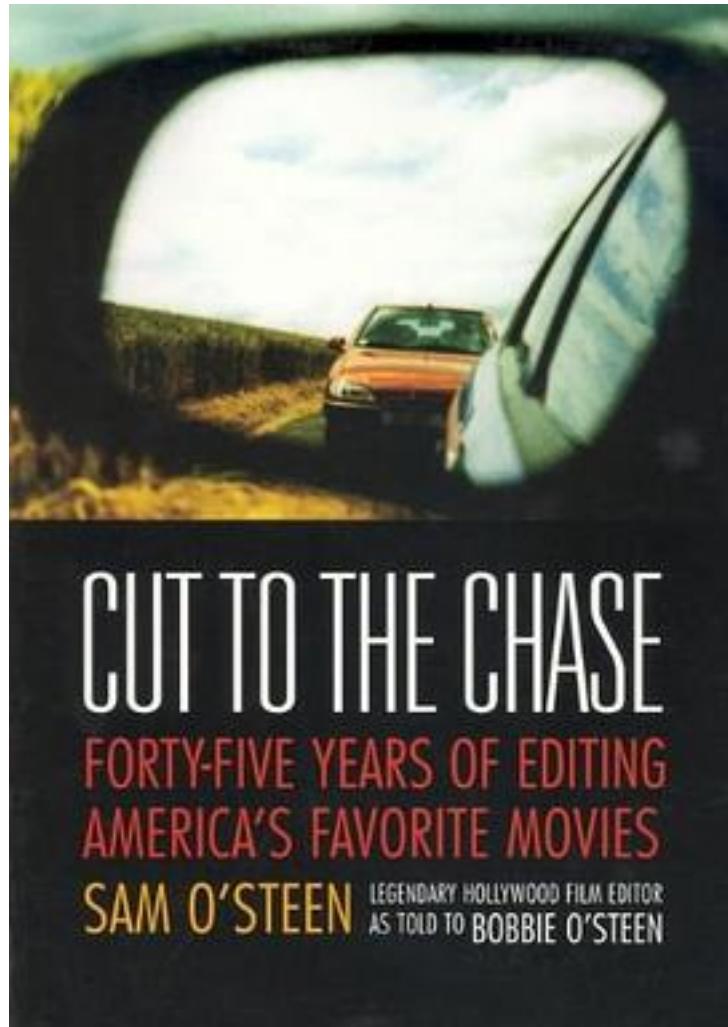


# Cut to the Chase



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出版者:

出版时间:2007-9

装帧:

isbn:9781905211418

How can I get more done? How can I stay focused? How can I condense my workday so

I have time to spend with the people I love? The answer to all these questions, according to bestselling author and business guru Stuart Levine, is to cut to the chase, and in his new book he's gathered together 100 concise, invaluable lessons to help you do just that. Cutting to the chase is about more than getting to the point; it's about staying focused, getting to grips with the job in hand and concentrating on what's important. Ultimately, it's about making the best use of your time and energy. Whether you want to know how to approach each task with clarity, focus and purpose, how to prioritize, or even how to make sure others don't waste your time, Cut to the Chase has a brilliant and simple rule you can follow. It is an indispensable guide to taking control of your time so that you can lead a happier, more balanced life.

作者介绍:

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