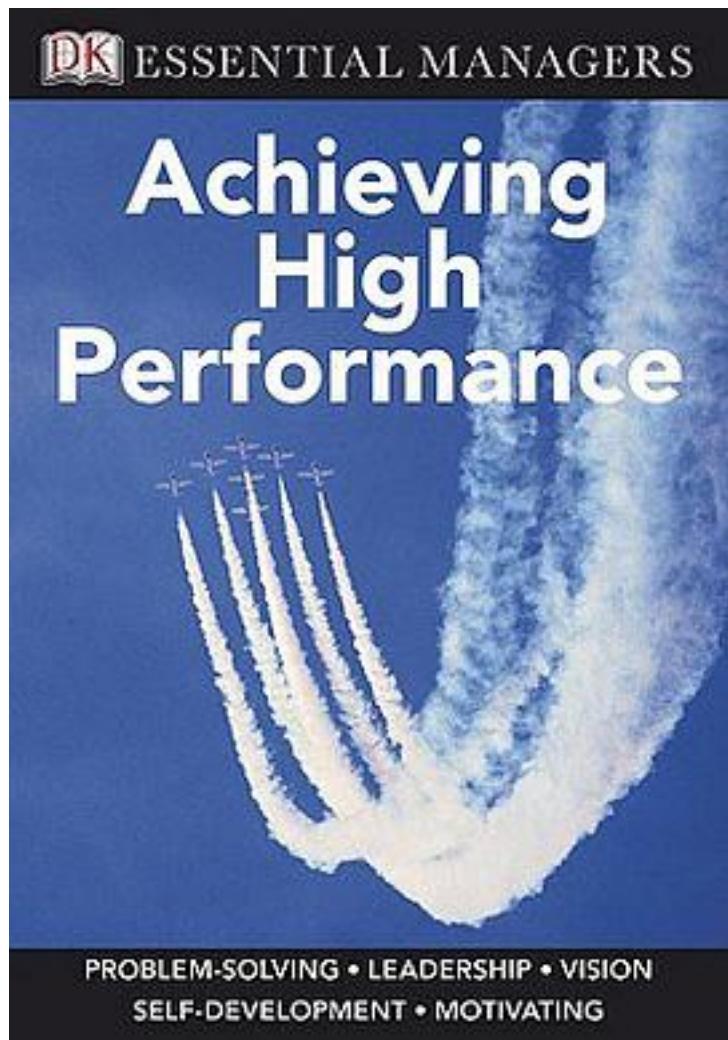


# Achieving High Performance



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This is a practical, pocket-sized guide to achieving high performance which will give you the information and skills to succeed. It helps you find out how to improve your performance and boost productivity by prioritising tasks and managing your time effectively. You'll learn to improve your skills, develop drive and lead effectively. Tips, dos and don'ts and 'In focus' features on what to do in a particular situation, plus real-life case studies demonstrate key skills such as how to reassess your goals, take the lead and plan ahead. Read it cover to cover, or dip in and out of topics for quick reference. It offers handy tips in a pocket-sized format - take it wherever your work takes you.

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