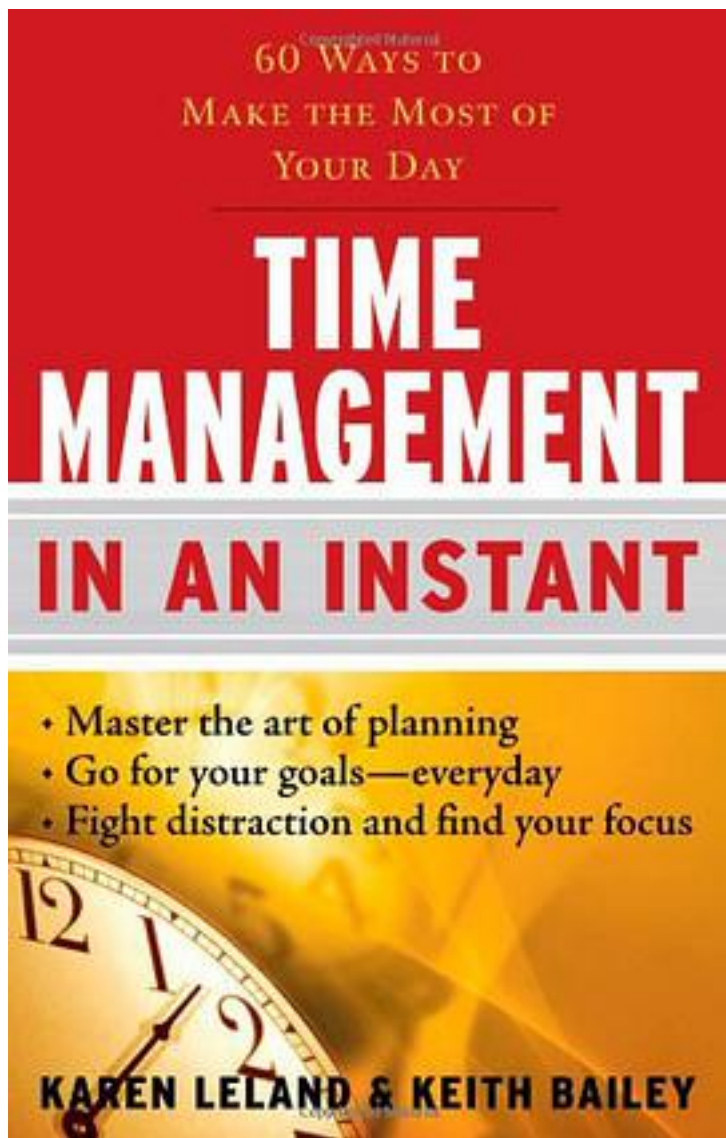


# Time Management in an Instant



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出版者:

出版时间:2008-6

装帧:

isbn:9781601630148

In today's hurly-burly work environment, many businesspeople find it challenging to avoid distraction, stay focused, use their time and energy to maximum benefit, and gain ground on important goals and outcomes. Time Management In An Instant will help you overcome the feeling of overload and avoid the traps that lead to an unproductive relationship with time. It offers field-tested time habits and expert advice based on the latest research that will help the reader better manage, create, and spend their time with more satisfaction and results.

作者介绍:

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