

Organise Yourself

[Organise Yourself 下载链接1](#)

著者:Caunt, John

出版者:

出版时间:2006-4

装帧:

isbn:9780749445508

Nowadays most people complain that there are not enough hours in the day to manage increasing workloads. Working longer hours also leads to tiredness, lack of leisure time and unhealthy levels of stress. This has a knock-on effect on the standard of work and results in stressed employees and a continual stream of to-do's. "Organise Yourself" is a concise but comprehensive guide to improving all aspects of personal organisation that will make a dramatic improvement to the way people work. There is valuable advice on how to determine goals and priorities, manage time, improve decision making skills, and organise paperwork and office space. It will ultimately help people to spend less time fire-fighting and focus on the things that produce results, whilst reducing stress and creating more time for family and leisure activities. Now in its second edition organise yourself is fully updated to include information on the latest technology that can help anyone to get organised, as well as advice on tackling the organisational challenges created when working from home.

作者介绍:

目录:

[Organise Yourself 下载链接1](#)

标签

评论

[Organise Yourself 下载链接1](#)

书评

[Organise Yourself 下载链接1](#)