

Collins Business Secrets – Time Management



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出版者:

出版时间:2010-4

装帧:

isbn:9780007324460

The time management secrets that experts and top professionals use. Get results fast with this quick, easy guide to the fundamentals of Time Management. Includes how to:
/ Identify your biggest priorities and find time to achieve them / Deal with the biggest hidden time-wasters / Communicate effectively with colleagues and clients / Cope with information overload / Take control of your inbox and voicemail

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