

Real-world time management

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Abstrak

In this newly updated edition of "Real-World Time Management," Michael Dobson includes invaluable tips on setting priorities, tricks for staying on track, keeping a closed-door policy, avoiding interrupters, and techniques for reducing stress through time management. Readers will also learn how to handle distractions, stop procrastinating, delegate tasks, deal with meetings, and manage time effectively while traveling. Instructive and helpful, "Real-World Time Management" will help all readers organize their time, no matter how hectic their lives may seem.