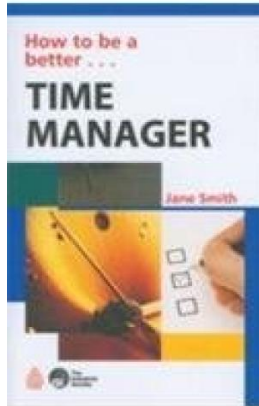


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HOW TO BE A BETTER TIME MANAGER



Kogan Page Limited/Viva Books, 2009. Softcover. Book Condition: New. First edition. Packed with time-saving tips and practical planning advice, this handy book will help you deal with the heaviest of schedules in an efficient and stress-free way. If your workload is increasing, but the number of hours in the day isn't, or you feel like you could be more organised, this book shows you how to: ? Plan your time more efficiently ? Prioritise your tasks ? Deal effectively with...

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- Authored by Jane Smith
- Released at 2009



Filesize: 1.55 MB

Reviews

This book might be worthy of a go through, and a lot better than other. it had been writtern really properly and helpful. You may like just how the author write this publication.

-- **Prof. Mattie Beatty**

The most effective publication i ever study. I am quite late in start reading this one, but better then never. You wont sense monotony at whenever you want of your time (that's what catalogs are for concerning in the event you ask me).

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