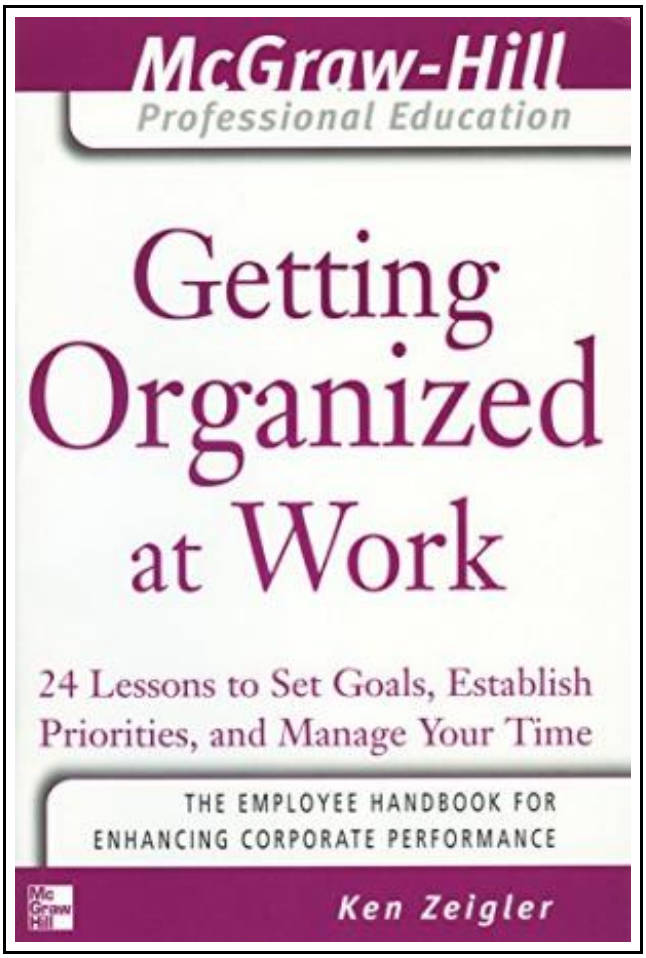
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McGraw-Hill Education - Europe. Paperback. Book Condition: new. BRAND NEW, Getting Organized at Work: 24 Lessons to Set Goals, Establish Priorities, and Manage Your Time, Kenneth Zeigler, This title contains 24 lessons to set goals, establish priorities, and manage your time. "Getting Organized at Work" supplies you with 24 tips, tools, ideas, and strategies for becoming far more organized with your tasks and priorities, gaining efficiency in everything you do, and getting more done in less time. Designed to work with virtually any time management system, the workplace-tested guidelines in this handbook will help you to: set goals; think realistically; plan your work and work your plan; use and manage a master list; prioritize; conquer and control your desk; limit interruptions; manage incoming e-mail and calls; delegate; and, plan, schedule, and run meetings smart. Kenneth Zeigler has helped thousands of clients find up to two extra hours in each day.Now "Getting Organized at Work" will give you the tools you need to identify and accomplish your most important tasks, uncover and eliminate your nonessential activities, and gain control of personal time, your most valuable and irreplaceable asset.

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