

# Time Well Spent: Getting Things Done Through Effective Time Management - , Paul Loftus

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Time Well Spent teaches readers how to be efficient and accomplish more with less effort. It includes chapters on getting to know oneself better, avoiding procrastination, using and analyzing one's time, organizing one's workload and workplace, handling interruptions, making best use of information and technology, and delegating and conducting meetings effectively. Author: Jones, Lyndon Publisher: Kogan Page Illustration: N Language: ENG Title: Time Well Spent Pages: 00240 (Encrypted EPUB) On Sale: 2009-08-28 SKU-13/ISBN: 9780749456498 Category: Business & Economics : Skills

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