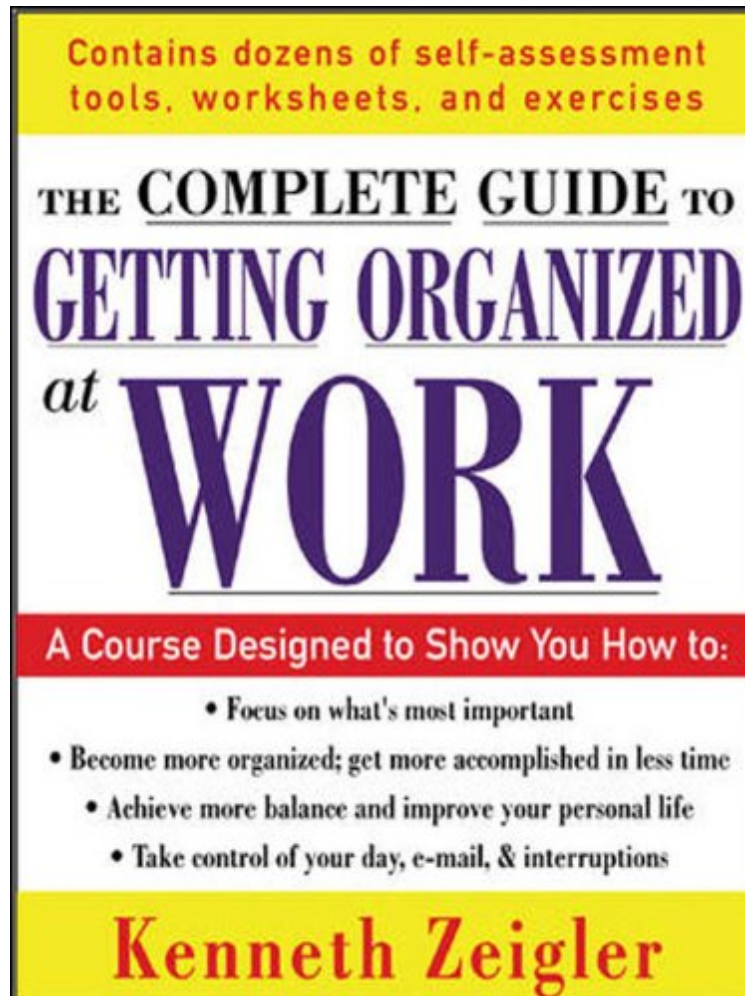


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Getting Organized at Work: 24 Lessons to Set Goals, Establish Priorities, and Manage Your Time (The McGraw-Hill Professional Education Series)

Kenneth Zeigler

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Kenneth Zeigler : Getting Organized at Work: 24 Lessons to Set Goals, Establish Priorities, and Manage Your Time (The McGraw-Hill Professional Education Series) before purchasing it in order to gage whether or not it would be worth my time, and all praised Getting Organized at Work: 24 Lessons to Set Goals, Establish Priorities, and Manage Your Time (The McGraw-Hill Professional Education Series):

0 of 0 people found the following review helpful. A information summary of the other book from the same authorBy CustomerI have bought the other book from the same author on time management, which contains same key points and much more as this book. The other book is called smth Time Management and has red cover. This book is

completely redundant. Thus I suggest to read the other first, and buy this if you are lazy to make reference list by yourself. 5 of 5 people found the following review helpful. worthy read
By Diane I was assigned Getting organized at work for my current position, but I really enjoyed the book. It is broken down into two page sections and each section has succinct points about each topic. One of my favorite sections was the "veggie" theory that every should tackle something that is good for them to do, but they don't necessary like to do, and do it first thing in the morning. The book went through so many different areas at work that I felt that it helped me improve alot as I went through it. It talked about schedules, phone calls, emails, meetings and organizing your desk. It was a very worthwhile book for someone like me who needs to improve in these areas.
0 of 0 people found the following review helpful. Good reminder for a jump start for good habits and ...
By Michelle Freeman There didn't seem to be new concepts. Good reminder for a jump start for good habits and practices.

Getting Organized at Work shows busy professionals how to get two more hours of productivity out of each day. It provides 24 lessons to master working on the right task at the right time and to put an end to procrastination.

From the Back Cover
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 ? 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. About the Author
McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide