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MANAGING TIME: FOCUS ON WHAT MATTERS, AVOID DISTRACTIONS, GET THINGS DONE



Harvard Business Review Press. Paperback / softback. Book Condition: new. BRAND NEW, Managing Time: Focus on What Matters, Avoid Distractions, Get Things Done, Harvard Business Review, Does it seem like you never have enough time to get everything done? Keeping on top of your tasks, deadlines, and work schedule can be daunting. "Managing Time" quickly walks you through the basics. You ll learn to: Assess how you spend your time "now" Prioritize your tasks Plan the right time to work...

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