



## Managing Time: Expert Solutions to Everyday Challenges

By Harvard Business School Press

Harvard Business Review Press. Paperback. Book Condition: new. BRAND NEW, Managing Time: Expert Solutions to Everyday Challenges, Harvard Business School Press, "Managing Time" delivers proven advice on how to get the right things done - faster, smarter, and more efficiently. From setting goals and breaking them down into tasks to creating a manageable schedule and putting it into action, this user-friendly guide outlines proactive ways to focus on mission-critical tasks, eliminate or delegate non-priority projects, control interruptions, and avoid distractions. It is the essential guide to maximizing every manager's most valuable commodity. It instructs readers how to: set goals and focus on high-priority tasks; organise their space and save their time; use scheduling tools that really work for them; avoid distractions and control interruptions; delegate effectively; and, get more done in less time.



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