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## Organizing for Success, Second Edition (Paperback)

By Kenneth Zeigler

McGraw-Hill Education - Europe, United States, 2010. Paperback. Condition: New. 2nd edition. Language: English . Brand New Book. The productivity guru updates his renowned organizing and time-management program to help workers and managers stay on top of their game in an increasingly changing work environment. About the Book Organizing for Success, Second Edition provides simple, remarkably effective time management technique to help readers get two extra productive hours out of every day. The book uses The Master List concept to show readers how to budget their time and energy by the day, week, and month. Readers will learn how to quickly prioritize their goals, complete tasks on time and under budget, and even helps readers plan for the interruptions, urgent emails, and unexpected meetings that will inevitably attack their day. This new edition places heavier emphasis on technology, including advice on how to write, manage and file email more effectively; how to use Lotus Notes and Microsoft Office to streamline the day; and how to use devices like Blackberries and social media as assets and time-savers, rather than as distractions and time sinks. Key Selling Features Zeigler has been recognized as a leader in the time-management field since 1996; his books...



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