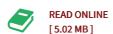




# Get Organized!: Time Management for School Leaders (Paperback)

By Frank Buck

Taylor Francis Ltd, United Kingdom, 2015. Paperback. Condition: New. 2nd Revised edition. Language: English. This book usually ship within 10-15 business days and we will endeavor to dispatch orders quicker than this where possible. Brand New Book. In today s world, we re often overwhelmed by our digital devices, stacks of paper, and constant interruptions. Get Organized! outlines a complete organizational system for the busy school leader. Providing you with simple tools and techniques to bring order and control to your personal and professional life, this book will increase your productivity and decrease your stress. With Get Organized! you can spend your time on what matters most-your school and your students. Special Features: \* Includes easy to implement ideas, at little or no cost-you can start right away! \* Each chapter contains practical tips and tools, listing exactly what to do in order to implement the strategy. \* This entirely updated edition provides digital strategies and tips for thriving in the Information Age.



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