



Pragmatic Time Management Techniques: Getting Things Done on Time, Everytime! (Paperback)

By Damon S Lundqvist

Createspace Independent Publishing Platform, United States, 2014. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. Pragmatic time management does not need to always consist of getting the job finished before you are really done doing it the right way. While this may put the problem in the out basket and out of your mind, it will not usually provide the best results quality wise in the end. There are various ways to get things done with excellence, on time, and still have time for you and those you love. In the following book you will learn new skills that will show you how to not only be able to do the work before you on the day of its deadline while you maintain a work environment which is free of piled up assignments and backlogged reports. Your work life can be free of work build-up! ===== TABLE OF CONTENTS ===== Effective Secrets to Improved Time Management Make Time at the Start of the Day Organize Your Backed-Up Tasks When Urgent New Work Simply cannot be put Off. Daily Incoming Work The Main Principles of Time Management Having your vision in your sights Finish Your Circles...



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