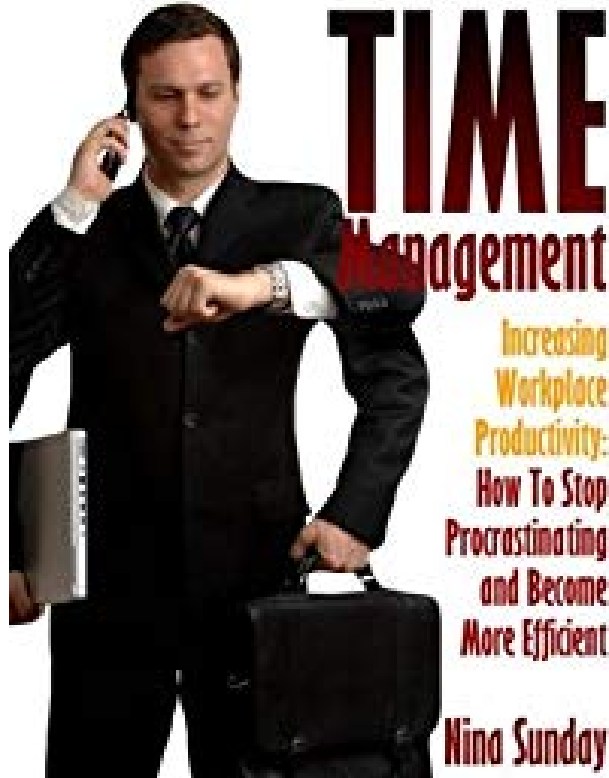


Time Management - Increasing Workplace Productivity: How to Stop Procrastinating and Become More Efficient (Get Smart at Work Book 1)



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| Pages: | 31 |
| Genre: | Uncategorized |
| Author: | Nina Sunday |
| ASIN | B00DE2X34Q |
| Goodreads Rating: | 4.00 |
| Published: | November 17th 2013 by Brainpower Training Pty Ltd |

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Do you ever complain you have too much to do in too little time? Do you sometimes lie awake at night thinking about all the things you have to do? The super-successful have no more time available to them than anyone else, yet they appear to get more done in time. That's because they've mastered the habits and tools of successful time management. Nina Sunday is a corporate trainer who works with a variety of companies, teaching their staff to enhance their productivity and time management skills. This book incorporates ideas, tactics and exercises from those training sessions, and focuses on coaching individuals in the skills of the high performing and highly-successful. You'll learn practical strategies you can use immediately to increase your productivity and reduce stress. CHAPTERS: 1. Over Choice 2. Top Six Method 3. To-Do List 4. Deciding Priorities, Important vs. Urgent, 80/20 rule 5. Managing Paper 6. Power of Focus 7. Embrace Delegation as Part of Your Job 8.

Do it Faster - Adequate vs. Perfect 9. Work/ Life Balance 10. Positive Mindset