

# How To Organize Yourself - John Caunt

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How to Organize Yourself will help you to dramatically improve the way you work. With great tips on how to determine your goals, prioritize and manage your time, it also includes practical advice on how to: focus on the things that produce results; overcome distractions; build positive work habits; avoid information overload; and make effective use of technology. Now in its fourth edition How to Organize Yourself will enable you to take control of your workload, reduce stress and fatigue, and free up time for the things that really matter. Author: Caunt, John Publisher: Kogan Page Illustration: N Language: ENG Title: How to Organize Yourself Pages: 00192 (Encrypted EPUB) / 00192 (Encrypted PDF) On Sale: 2013-03-03 SKU-13/ISBN: 9780749467180 Category: Business & Economics : Skills Category: Self-Help : General Category: Business & Economics : Careers - General

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