



## Work Less, Do More: The 14- Day Productivity Makeover (2nd Edition)

By PhD Jan Yager

Hannacroix Creek Books Inc.,U.S., United States, 2012. Paperback. Book Condition: New. 2nd. 252 x 176 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.WORK LESS, DO MORE, 2ND EDITION, is filled with suggestions on how to handle e-mail, deal with distractions ( distractionitis ) and interruptions, as well as tips on prioritizing, delegating, conducting more effective meetings, multitasking, and mastering (or even eliminating) paperwork. Most important of all, the author helps readers to make better decisions about what they should be doing in the first place and, by applying her original ACTION! Plan, how to get it done better, and faster. Carry out this 14-day time management self-improvement program over two weeks-one chapter/topic a day-or applied at your own pace. Additional material for this revised 2nd edition includes a new introduction and an updated bibliography and resource section as well as these new materials added to the last chapter: Six Time Management Lessons My First Boss and Mentor Taught Me, Ten Productivity Principles that May Give You a Competitive Edge and Do You Have Five Minutes to Make a Change? What they re saying about this book: Work Less, Do More is a resource I recommend for...



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