



## Successful Time Management: Step-By-Step Strategies to Get Results Fast

By Frank Atkinson

Jaico Publishing House, Delhi, India. Softcover. Book Condition: New. Do you often wonder where your time went? Are you stressed about having too much to do? Join the club: today it is harder than ever to get everything done, with emails and mobile communication leading to greater pressure to respond immediately. Proactive time management that understands today's world is essential if you want to cope. This book offers simple rules you can apply easily and instantly to your own life. First take control, then be amazed by how much you can get done. Printed Pages: 216.



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