



How to Systematize the Day s Work; How to Systematize Yourself and Your Business--How to Manage Today a Work and Plan Tomorrow s--How to Handle Routine and Correspondence--How to Save Time and Multiply

By Books Group

Rarebooksclub.com, United States, 2012. Paperback. Book Condition: New. 240 x 184 mm. Language: English . Brand New Book ***** Print on Demand *****.This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1911 Excerpt: .that are to be put through at a future date, then file them in the tickler a few days ahead of the time we want them to reach the maturity of accomplishment. There are vital things we want to put through next January--an increase in salary or in profits may depend upon them. Make an itemized list of them, putting each problem or task on a separate card, and then stating under the main task, just what specific operations are necessary to push them through to a successful end. After each operation of this sort, put the date this separate task should be performed, make a special tickler for it (Form XI), and file it under the desired date. The main problem card we will file under January, and as we accomplish each separate operation, we will tear up the separate tickler cards we have made...



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