

Instant Manager: Overcoming Information Overload (Paperback)

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Reviews

Extremely helpful for all type of folks. It generally is not going to expense a lot of. I found out this book from my dad and i advised this book to find out. (Melany Goyette)

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INSTANT MANAGER: OVERCOMING INFORMATION OVERLOAD (PAPERBACK)



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Hodder Stoughton General Division, United Kingdom, 2009. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****.Whether you are finding your way as a manager or you want to enhance the skills you already have, the Instant Manager series is exactly what you need! Written by leading experts, they are inexpensive, concise but above all authoritative guides to the subject at hand. The portable format allows you to carry the book wherever you go and to fit learning and development into your busy work life.Based on the 10 most FAQs, each chapter ends with a quick tip that can be taken on board immediately. A tear out card covering the most salient points allows you to carry the expertise with you wherever you go.Information is unlimited but our ability to manage it is not. But where overload can come from any number of sources and affects every individual differently, the root cause of information overload is the same for everyone: the shift in perception from being in control to chaos. This book is for anyone who feels helpless and frustrated as a result of information overload. It is also essential reading for anyone who has more work than time, is reluctant to speed-read in case vital information is missed or regularly deals with difficult, dull or technical information.Each chapter will include top tips for immediate results, answers to key questions on how to get out of overload (and avoid it happening again) and strategies that work.Backed by the authority of the Chartered Management Institute, this is an essential addition to the manager s library.

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