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Marc Mancini

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Marc Mancini : Time Management (Briefcase Books Series) before purchasing it in order to gage whether or not it would be worth my time, and all praised Time Management (Briefcase Books Series):

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Effective time management is one of today's most overlooked--yet essential --keys to career growth in business and management. Time Management provides hands-on techniques and tools for making every minute count as it dispels myths that can actually cost instead of save valuable time. It helps managers match the right time-saving tool to each situation, reveals secrets for anticipating instead of reacting, and explains how any manager can eliminate procrastination.

From the Back Cover Quick and Easy-to-Implement Techniques for Making Better Use of Your Time, Both On and Off the Job In today's fast-moving workplace, time has never had greater value--or been in shorter supply. Time Management provides you with the tools and techniques you need to make each minute count. Filled with workplace-tested strategies for either improving upon the systems you currently use or replacing them with methods that are proven to be more efficient and time-saving, this latest book in McGraw-Hill's renowned Briefcase Books series will provide you with: Strategies for matching the right time-saving tool to each situation Management techniques for recognizing and eliminating procrastination Methods for working toward team goals while still saying "NO!" to time wasting activities and ideas From reduced stress and frustration to increased confidence and fulfillment, the benefits of leading a time-managed life are immense and immediate. Discover how professionals from virtually every industry are getting more accomplished in less time, while lowering their minute-to-minute workloads and anxiety, with Time Management. Briefcase Books are written specifically for today's busy manager. Each book features eye-catching icons, checklists, and sidebars to guide managers step-by-step through everyday workplace situations. Look for these innovative design features to help you navigate through each page: [Key Terms icon] Clear definitions of key terms, concepts, and jargon [Smart Managing icon] Ways to improve time usage for both you and your staff [Tricks of the Trade icon] How-to hints for sensing and avoiding time wasting commitments [Mistake proofing icon] Advice for limiting time management miscues and mistakes [Caution icon] Warning signs for seeing--and heading off--deadline disasters [For Example icon] Stories and insights from the experiences of others [Tools icon] Specific methods for improving your time management skills About the Author McGraw-Hill authors represent the leading experts in their fields and are dedicated to improving the lives, careers, and interests of readers worldwide