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Martin Manser

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Martin Manser : Time Management (Collins Business Secrets) before purchasing it in order to gauge whether or not it would be worth my time, and all praised Time Management (Collins Business Secrets):

The time management secrets that experts and top professionals use. Get results fast with this quick, easy guide to the fundamentals of Time Management. Includes how to:

- Identify your biggest priorities and find time to achieve them
- Deal with the biggest hidden time-wasters
- Communicate effectively with colleagues and clients
- Cope with information overload
- Take control of your inbox and voicemail

About the Author Martin Manser is a Time Management trainer at the London College of Communication. He consults for business and government organisations, and has written several very successful books.