



# **Time Management: 24 Techniques to Make Each Minute Count at Work (The McGraw-Hill Professional Education Series)**

*Marc Mancini*

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**MAXIMIZE YOUR PRODUCTIVITY, ENHANCE YOUR MANAGERIAL SKILLS, AND SHARPEN YOUR EDGE IN BUSINESS!**

They say time is money. And thanks to *Time Management*, you can make every moment more valuable, through 24 easily mastered techniques that will instantly increase your workplace efficiency. Through clear, concise directions - all informed by real world examples - you'll learn how to match the right timesaving method to each situation and avoid ineffective strategies that can actually cost time rather than save it.

Deliver more value to your organization while enhancing your career by:

Learning time-saving strategies you can implement right now  
o Anticipating time-wasting situations  
o Identifying causes of procrastination  
o Turning frustration into confidence  
o Training others to perform efficiently  
o Delegating tasks effectively  
o Heightening your effectiveness as a manager  
o Increasing your visibility within the organization

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