

20 MINUTE MANAGER

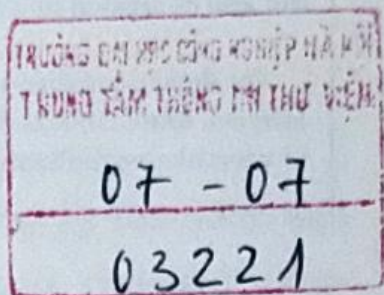
Getting Work Done



Prioritize your work
Be more efficient
Take control of your time

20 MINUTE MANAGER SERIES

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Preview

Demands on your time are growing by the hour, and work keeps piling up. Unclear goals, constant interruptions, and urgent tasks are competing for your attention; you know that you're working less effectively than you could be. This book will teach you how to become more focused and organized at work so you can be more productive by showing you how to:

- Prioritize your tasks
- Create to-do lists that work
- Organize your physical and virtual workspace
- Develop a daily routine and stick to it

Preview

- Stay focused and stop procrastinating
- Work more efficiently with others
- Assess your progress

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