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Time Management and Organisation at Work Bundle

F + W Media, Dec 2008, Pages: 624

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This bundle provides the ultimate tools to get through freneticism of working life through increased productivity and organization. "Time Management" provides both a framework for building a personal time philosophy and the real-world tips and techniques for becoming more efficient and productive. With sixty simple, immediate techniques, **"The 60 Second Organizer"** shows you how to get your workplace organized, streamline your workday, and boost your productivity and job satisfaction. And in the quick and practical guide "The 60 Second Self-Starter", time management expert Jeff Davidson offers a plan to overcome procrastinators' syndrome once and for all.

Are you a slave to your to-do list? At the end of the day, is your list longer than when you started? Is your computer crowded with pointless files? Are you awash in a sea of sticky notes and memos? Do you put off until tomorrow what you should do today?

With "Time Management, Second Edition", you'll learn valuable tips such how to schedule important tasks with a start time and end time (instead of just listing them); and how to distinguish between important and urgent matters. This book provides both a framework for building a personal time philosophy and the real-world tips and techniques for becoming more efficient and productive.

In **"The 60 Second Organizer"** time management expert Jeff Davidson offers sixty simple, immediate techniques to get your workplace organized, streamline your workday, and boost your productivity and job satisfaction. With this handy manual by your side, you can banish chaos from your cubicle forever!

In the quick and practical guide **"The 60 Second Self-Starter"**, Davidson shows you how to use the computer as a tool to get motivated, how to minimize office distractions like noise and co-workers, how to take on the hard stuff first, and more. Here are sixty practical tips to get you motivated, organized, and to complete your to-do list.