

Hours - there aren't enough of them. Succeeding in business has always been tough. These days, it's downright brutal. What do you need most? All the help you can get; What do you need even more? - Time. The Quick-Tip Survival Guides put the two together, giving you all the help you need - without taking all the time you have. Focusing on the personal and interpersonal skills crucial to success, the Quick-Tip Survival Guides mine and refine the nuggets of essential business know-how: time-tested truths, as well as savvy from the cutting edge. 201 Ways to Manage Your Time Better is no weighty tome on efficiency theory, but a compact quick-read collection of practical tips and waxy steps that will start saving you time today. Here are real-world moves for people who need to make the very most out of every business day. Alan Axelrod has produced a wide range of popular business and communications books. Jim Holtje, Director of International Client Services for a Washington, D.C. corporate communications and PR management consulting firm.

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