Managing Time (HBR 20-Minute Manager Series)

Harvard Business Review

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Does it seem like you never have enough time to get everything done? Keeping on top of your tasks, deadlines, and work schedule can be daunting. *Managing Time* quickly walks you through the basics. You'll learn to:

• Assess how you spend your time *now*
• Prioritize your tasks
• Plan the right time to work on each one
• Avoid procrastination and interruptions

About HBR's 20-Minute Manager Series:

Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic.

Advice you can quickly read and apply, for ambitious professionals and aspiring executives—from the most trusted source in business. Also available as an ebook.

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