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## Time Management Pocketbook (6th Revised edition)

By Ian Fleming

Management Pocketbooks. Paperback. Book Condition: new. BRAND NEW, Time Management Pocketbook (6th Revised edition), Ian Fleming, A new, 6th edition of The Time Management Pocketbook will be published in April 2011. Effective use of time is not just about using your diary better; it calls for many management skills. The author, Ian Fleming, looks at these skills within the context of a time management model. The model breaks down the process of managing time into these headings: managing what you do, managing where you work, managing communications, managing to work with others, and managing everyday. Skills covered include: objective setting, decision-making, problem-solving, creativity, assertiveness, listening, questioning, reading, writing, and handling paperwork and phone calls. This title was Ian Fleming's first in the Pocketbooks Series. He has since gone on to write pocketbooks on coaching, managing people, developing people, teamworking and virtual teams. His approach to training has been to work mainly in-company, helping managers and their teams tackle real issues and real situations.



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### Reviews

*A top quality ebook and the font used was fascinating to read through. It is written in easy terms and not confusing. Its been written in an remarkably easy way in fact it is simply after i finished reading through this publication through which actually altered me, alter the way i believe.*

-- **Roberto Block**

*An incredibly great book with perfect and lucid answers. Better then never, though i am quite late in start reading this one. You will not sense monotony at whenever you want of the time (that's what catalogues are for relating to if you question me).*

-- **Nannie Lindgren Jr.**