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Smart Guide To Managing Your Time

M Lipman



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Social Work in Health Care Surjit Singh Dhooper, 2012 This book is a comprehensive look at the US healthcare industry from its historical development to its current status. It pays particular attention to four domains of health care and the role that social workers play in these roles in the present day and in the future.

Personnel Literature, 1983

Your Next Move Dan Finnigan, Marc Karasu, 2006 Sometimes a professional just knows it's time to move on, preferably to bigger and better things. The experts at Yahoo! HotJobs are here to help with tips from top business leaders, recruiter cheat sheets and advice for future success. Plus, this unique guide contains advice on finding that new job, updating a resume, interviewing and negotiating a higher salary.

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Learning the Ropes Ferguson Publishing, 2009 Provides basic information about how to be successful in the workplace with tips on fitting into the job, employee rights and problem resolving skills.

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The British National Bibliography Arthur James Wells, 2006

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Organization Skills Ferguson Publishing, 2009 Discusses the skills needed for efficient use of time on the job including setting schedules organizing space and prioritizing work

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