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# Smart Guide™

## to Managing Your Time

Quick & Easy  
Strategies  
for Making  
the Most of  
Your Time

**Smart Advice** on identifying and achieving your professional and personal goals

**Smart Strategies** for capitalizing on your own management style, making realistic to-do lists, and keeping orderly records

**Smart Tips** on scheduling your time without conflict or overcommitment

**Lisa Rogak**



# Smart Guide To Managing Your Time

**Polly Bird**



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*Smart Guide to Managing Your Time* Lisa Rogak, 1999-03-08 An all you need to know introduction to time management starting you on the Smart path to a well balanced and fulfilling life Smart Advice on how a series of surprisingly simple lifestyle changes can truly liberate your overloaded daily schedule Smart Strategies for coping with information overload at work how to negotiate and prioritize the overwhelming demands of nonstop meetings correspondence presentations and deadlines Smart Tips on identifying and modifying your particular management style maximizing strengths minimizing shortcomings and ensuring lasting change Smart Information on using time saving computer programs and daily planners to help clear a path through all the clutter Quick reading and easy referencing with a comprehensive index and loads of sidebars and tables

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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

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