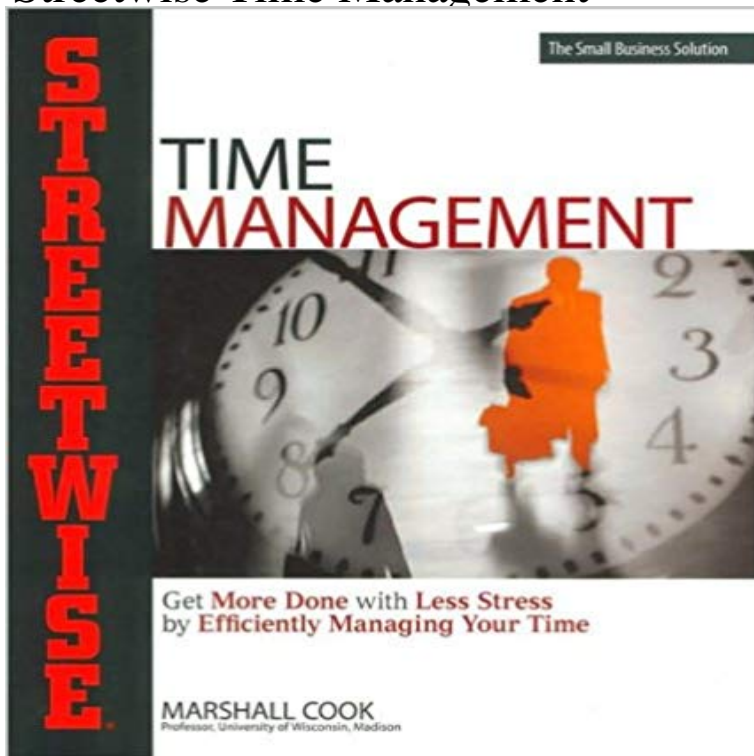


# Streetwise Time Management



ISBN: 0641900937 ISBN-13: 9780641900938 Format: Paperback, 337 Pages Publisher: Adams Media Corporation Pub. Date: January 1997  
 ,From the Publisher: Traditional time management stresses fitting more activity into a limited amount of time primarily by multi-tasking and doing more with less. However, Streetwise Time Management focuses on doing the right things better. By streamlining your efforts, you'll find that you will actually be making time. Whether you want to write more memos, file the ones that you already have, or just find time to relax and take a breather, Streetwise Time Management is chock full of time-saving and time-making tips and strategies that will not only clear up your desk or your workday, but your whole life as well. So, if making time, becoming more efficient, and reducing stress are some of your goals, then this is the perfect resource for you!

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