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Harvard Business Review Press. Paperback. Book Condition: new. BRAND NEW, Managing Time: Expert Solutions to Everyday Challenges, Harvard Business School Press, "Managing Time" delivers proven advice on how to get the right things done - faster, smarter, and more efficiently. From setting goals and breaking them down into tasks to creating a manageable schedule and putting it into action, this user-friendly guide outlines proactive ways to focus on mission-critical tasks, eliminate or delegate non-priority projects, control interruptions, and avoid distractions...

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