



# Successful Time Management (Creating Success)

*Patrick Forsyth*

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The increasing pressure to achieve makes time management a vital skill. *Successful Time Management* contains tips and techniques that can help anyone review and assess their own time management and adopt new work practices to improve it. It includes great advice on controlling paperwork, getting and staying organized, delegating and working with others, and prioritizing to focus on key issues. The appendices include a brief assessment of various time management systems such as day, year or meeting planners, action sheets, and more.

This 3rd edition includes new information on managing emails and keeping on top of an inbox and is updated to include content that is applicable to all employees, not just managers.

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