



Best Practices: Time Management (Collins Best Practices Series)

John Hoover

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There are only twenty-four hours in a day, but you can make them count. *Time Management*, a comprehensive and essential resource for any manager on the run, shows you how.

Learn to:

- Set and prioritize goals, objectives, and tasks
- Create an effective schedule
- Avoid distractions and interruptions
- Respect other people's time
- Build a time-conscious organization

The Collins Best Practices guides offer new and seasoned managers the essential information they need to achieve more, both personally and professionally. Designed to provide tried-and-true advice from the world's most influential business minds, they feature practical strategies and tips to help you get ahead.

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