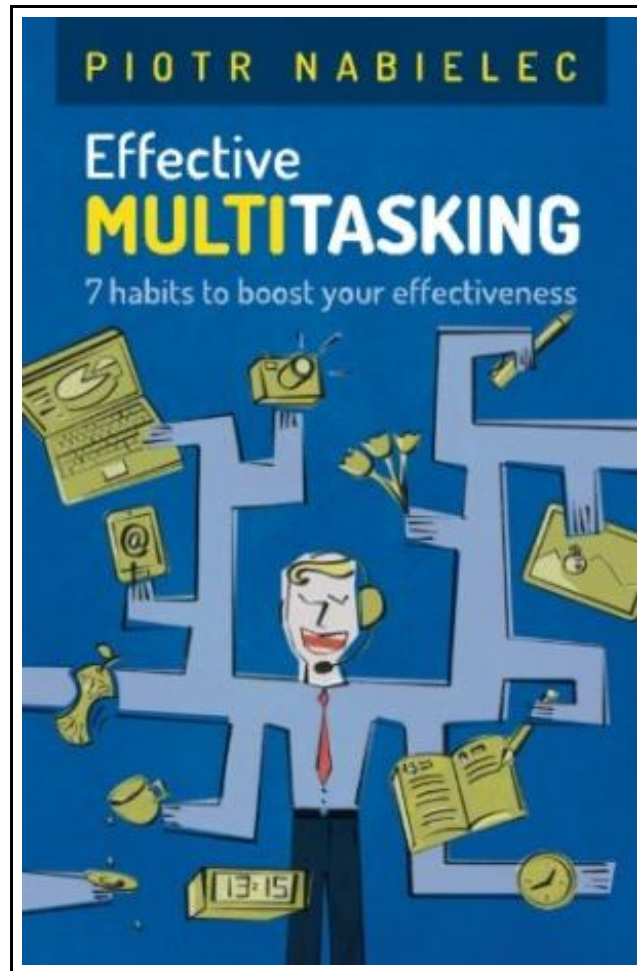


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Piogress Piotr Nabielec. Paperback. Book Condition: New. Mikolaj Walanus (illustrator). Paperback. 80 pages. Dimensions: 7.8in. x 5.1in. x 0.2in. We live in busy times. Our task lists and responsibilities are constantly growing. Effectiveness is key. Doing two or more things at the same time proves ineffective. True multitasking is a myth - no one should expect it to work. However, it is possible to deal with our e-mail, events, and tasks in a manner that appears simultaneous from the perspective of hours and days. This is what I call effective multitasking. Studies found that most people, regardless of their company and position, are struggling to keep up with their e-mail, task lists, and calendars. This book introduces a framework based on 7 surprisingly simple habits that will help you organize, reduce stress, relieve your mind and find a natural style of organization. The simplicity of these habits makes them a powerful tool for professionals. Effective Multitasking is filled with techniques and practical examples explaining how to handle multiple projects, prioritize and delegate tasks, and manage your e-mail inbox and calendar. It is a fantastic tool for people working in large organizations overburdened with many incoming messages and constant priority changes. Visit [www.effectivemultitasking.com](http://www.effectivemultitasking.com). This item ships from multiple locations. Your book may arrive from Roseburg,OR, La Vergne,TN. Paperback.



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