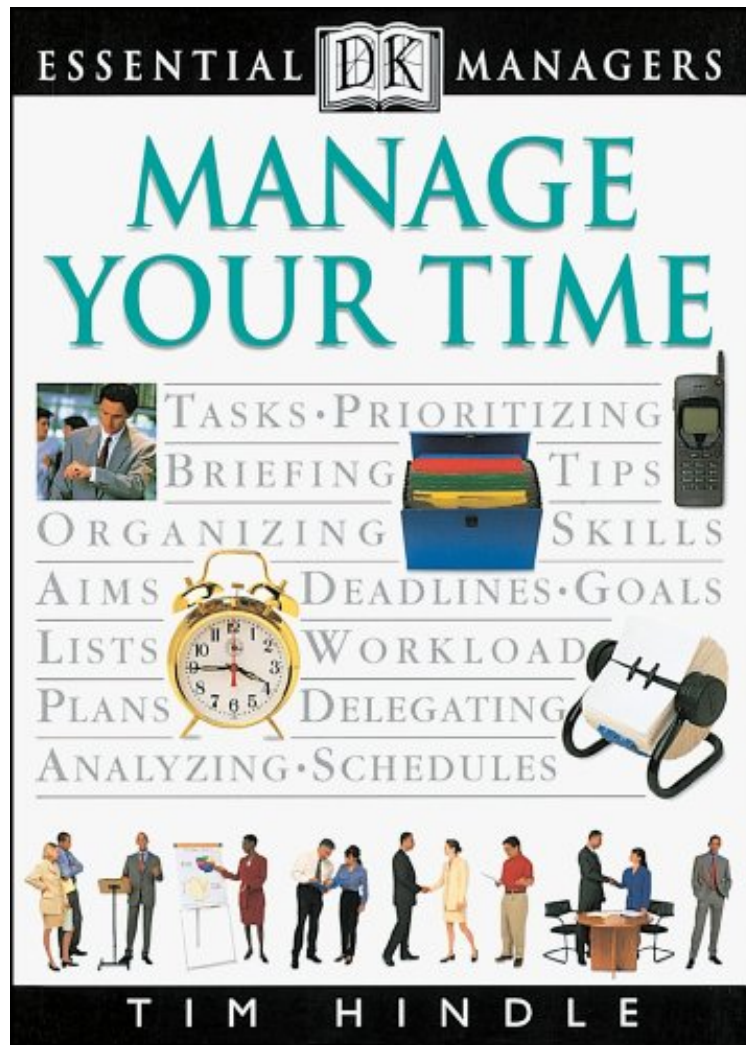


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DK Essential Managers: Manage Your Time

Tim Hindle

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Tim Hindle : DK Essential Managers: Manage Your Time before purchasing it in order to gauge whether or not it would be worth my time, and all praised DK Essential Managers: Manage Your Time:

1 of 1 people found the following review helpful. APA: The Easy Way!By Theology guyThis book gets to the point. It has four relevant subjects with chapters under each subject that clearly explain the content. Points are made in each chapter which reveal the specifics needed to accomplish the purpose of the book. I have had a long term weakness with time management. The book has inspired and motivated me to manage my time better.0 of 0 people found the following review helpful. Great books - worth buying the entire set.By Patricia M HamptonGreat books, I bought the whole series!!4 of 4 people found the following review helpful. Short book of Time Management TipsBy Alain B. Burrese"Manage Your Time" by Tim Hindle is part of the DK Essential Managers series. These books are short, concise, and contain good general information on their subjects. This little book provides clear information on

managing your time with plenty of illustrations, sidebars, tips, and checklists to help the reader analyze and resolve time problems. The small book is only 71 pages long including the two-page index, so it does not go into any of the topics in depth, but it does provide plenty of useful information. The strategies and tips are relevant to many situations, and even though some chapters are a bit dated, such as those that discuss technology, they still provide good strategies that can be updated with newer technologies and resources. There are four main parts after the Introduction: Understanding Time, Planning for Success, Making Instant Changes, and Managing the Time of Others. These four parts have the following topics under them: 1) analyzing time, analyzing use of time, assessing your ability; 2) analyzing your goals, working out priorities, assessing work patterns, using time planners, thinking positively; 3) clearing your office, filing paperwork, avoiding interruptions, filtering information, working with others, making phone calls, taking phone calls, reading and writing, using technology, holding meetings, traveling for work, scheduling time off; 4) communicating well, delegating effectively, managing colleagues, and managing your manager. This book is not the be-all-and-end-all of time management texts. But it is a simple and quick read that provides some good time management tips that will help readers make better use of their time and be more productive. It is worth a quick read, even if just for one or two of the strategies and tips it provides. Reviewed by Alain Burrese, J.D., author of *Hard-Won Wisdom From the School of Hard Knocks*.

The most finite resource any manager has is time. This handbook teaches readers how to save and preserve their time by first understanding its limitations, and then showing them how to guard it. Practical guidance includes ways of limiting interaction with subordinates ("Don't sit down if you are followed into your office." "Place your chair out of view if your door is open."), the benefits of keeping a time log, and how to choose the best time planner. The book also takes full advantage of modern technology by explaining how to maximize e-mail, voicemail and other tools available to save precious time. The *Essential Manager* have sold more than 1.9 million copies worldwide! Experienced and novice managers alike can benefit from these compact guides that slip easily into a briefcase or a portfolio. The topics are relevant to every work environment, from large corporations to small businesses. Concise treatments of dozens of business techniques, skills, methods, and problems are presented with hundreds of photos, charts, and diagrams. It is the most exciting and accessible approach to business and self-improvement available. Indispensable tips for managing that most precious commodity -- time.

.com We all might manage our time better if we could get everything done in as little time as it takes to digest this nifty, palm-size, 72-page quick-reference guide. Everything is covered here in a kind of how-to shorthand, from analyzing your current use of time, working out priorities, and using time planners to making instant changes (like filing paperwork, avoiding interruptions, "filtering" information, making and taking telephone calls, and reading and writing) and managing other people's time when you're the one in charge. You'll get jiffy-quick advice on using the latest technology to do more in less time, getting more out of your meeting minutes, and even remembering how to schedule time off. On every page, boxed tips, lively illustrations, and handy checklists and flow charts bring the ideas to life. Granted, if you're looking for very specific or in-depth guidance, you might find this book too cursory and general in its approach. But, if you're looking for a thumbnail guide to the basics, it'll do just fine. It's worth mentioning that the book is part of the "Essential Managers" series by reference publisher Dorling-Kindersley--a series comprising 20 itty-bitty books on business and career topics that range from communication, leadership, and decision-making to the management of time, budgets, change, meetings, people, projects, and teams. Combining the talent of the "For Dummies" book series for breaking down a lot of information into bite-sized bits and sidebars with Dorling-Kindersley's signature design style of crisp, classy graphics on a gleaming white backdrop, the books don't represent the cutting edge of business thinking or reflect necessarily any unique individual perspective. Instead, it's as if someone had collated the best general thinking on these 20 topics, and rolled them out into 72 brightly designed and easy-to-read pages--studded along the way with boxed tips, color shots of a multiracial cast of "coworkers" animatedly hashing through the workplace issues of the day, and, on the last few pages of each volume, a self-test of one's skills in the topic at hand. Again, they're not for anyone who's looking for more in-depth or focused help on any of the covered subjects, but they're perfect as a quick general-interest reference; and, let's face it, they're so damn cute, and look so smart in a neat little stack or row, that probably you'll want to buy a whole bunch to give as gifts to your entire staff or department. --Timothy Murphy

About the Author Robert Heller is a leading authority on management consulting. He was the founding editor of *Management Today*, and as editorial director of Haymarket Publishing Group, he supervised the launch of a number of highly successful magazines including *Campaign* and *Computing*. He is founder of the *Working Words*, a consulting firm specializing in business communications. He has been a contributor experienced and novice managers alike will be relevant to every work environment, from large corporations to small businesses.