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SUCCESSFUL TIME MANAGEMENT: A SELF-TEACHING GUIDE (2ND REVISED EDITION)



John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Successful Time Management: A Self-teaching Guide (2nd Revised edition), J.D. Ferner, A proven action plan for enhancing your most precious resource - time Do you feel bogged down by paperwork, routine chores, and interruptions? Have you told yourself that if you only had more time you could accomplish more in your professional and personal life? This practical guide shows you how to manage your time most efficiently and effectively....

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- Authored by J.D. Ferner
- Released at -



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