

Baixar Livros Gratuitos Faça O Trabalho Que Precisa Ser Feito (PDF|ePub|Mobi|Mp3|Txt) Harvard Business Review Amor



Baixar livros gratuitos Faça o trabalho que precisa ser feito (PDF|ePub|Mobi|Mp3|Txt) Harvard Business Review amor, O acúmulo de tarefas está prejudicando sua carreira?

Nunca teremos tempo para tudo, mas *Faça o trabalho que precisa ser feito* vai ensiná-lo a identificar a tarefa mais importante e concentrar tempo e energia nela, produzindo o melhor resultado para você e sua empresa.

Conheça as práticas e os segredos dos maiores nomes da gestão de tempo, como Stephen R. Covey, David Allen e Heidi Grant Halvorson. Aprenda com eles a:

- definir suas prioridades e devolver os abacaxis que recebe dos outros
- lidar com o fluxo contínuo de e-mails e mensagens
- delegar tarefas, dedicando mais tempo àquelas que

executa melhor

- aumentar sua produtividade trabalhando em períodos curtos e focados seguidos de momentos de descanso
- desenvolver rituais para eliminar os maus hábitos e parar de procrastinar
- aumentar suas chances de promoção

Com seu novo nível de produtividade, você vai sair do trabalho a cada dia com a gratificante sensação de que seus projetos progrediram e que sua contribuição para a empresa ganhou outro patamar.

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