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In The Simplicity Survival Handbook, Bill Jensen offers the antidote you're seeking: a practical guide to doing less in a world of more, and making it count. From "How to Write Shorter Emails for Better Results" to "How to Use Your Mentor to Help You Do Less," Jensen offers step-by-step strategies, tactics, and techniques for communicating more effectively, setting priorities, and balancing the competing demands on your time, while avoiding the time-sinkers.

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The Simplicity Survival Handbook: 32 Ways to Do Less and Accomplish More. Posted February 5, 2019. March 9, 2020. Olivier Roland. Summary of "The Simplicity Survival Handbook": In life there is theory and practice, and there are things that "usually" work a certain way, that in actual practice work differently; discover how things really work in the professional world by exploring these 32 Ways To Do Less and Accomplish More and have a more productive and calmer life.

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The Simplicity Survival Handbook By Bill Jensen | Used ...

The Simplicity Survival Handbook - Page 1 MAIN IDEA To accomplish more, find tangible ways to do less of the stuff that doesn't matter and more of the stuff that does. In practical terms, this usually involves finding ways to cut off all the corporate silliness and senseless stuff which pervades most

In a world of more-better-faster, the challenges and stresses have never been greater: too much to do, not enough time. And in an economy where worker talent (know-how, energy, attention, commitment, and creativity) is at a premium, everyone is trying to maximize personal productivity. In The Simplicity Survival Handbook, Bill Jensen offers the antidote you're seeking: a practical guide to doing less in a world of more, and making it count. From "How to Write Shorter Emails for Better Results" to "How to Use Your Mentor to Help You Do Less," Jensen offers step-by-step strategies, tactics, and techniques for communicating more effectively, setting priorities, and balancing the competing demands on your time, while avoiding the time-sinkers. He takes on corporate foolishness, walking you through how to be more productive and take greater control of your workday and, by extension, your life.

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terms, this means simplifying things and getting back to the basic, productive activities which will generate the bulk of the value that you personally add. This summary will teach you how to do exactly that and allow you to spend more time applying your unique talents on what genuinely matters. Added-value of this summary: • Save time • Understand key concepts • Expand your knowledge To learn more, read "The Simplicity Survival Handbook" and discover the key to getting back to basics and focusing on what really matters.

An overview of the latest version of Outlook 2007 furnishes readers with insider guidelines and helpful advice on how to best exploit the new features, functions, and capabilities of the application, covering everything from simple tasks such as working with schedules to managing contacts and using macros to expedite repetitive tasks. Original. (All Users)

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要創造更高成就，必須尋找具體方法刪減無關緊要的工作，並投入更多真正有價值的任務。 領導學研究大師華倫·班尼斯推薦 Copyright ?
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This user-friendly handbook focuses on five facets essential to successful organizations—mission, strategy, organizational structure, people, and leadership—to help principals become proactive, effective school leaders.

Drawing from a study of over 2,500 people in 460 companies, Simplicity has been hailed as "a breakthrough in the design of understanding," a book that "outlines the future of leadership." It's a powerful guide to working smarter, not harder, and, in the process, creating more flexible and productive organizations, more compelling experiences for customers, and more fulfilling work for everyone.

Hacking Work blows the cover off the biggest open secret in the working world. Today's top performers are taking matters into their own hands by bypassing sacred structures, using forbidden tools, and ignoring silly rules to increase their productivity and job satisfaction. This book reveals a multitude of powerful technological and social hacks, and shows readers how bringing these methods out into the open can help them maximize their efficiency and satisfaction with work. Hacking work is the act of getting what you need to do your best by exploiting loopholes and creating workarounds. It is taking the usual ways of doing things and bypassing them to produce results. Hacking work is getting the system to work for you. * Includes how to focus your efforts where they count, negotiate for a more flexible work schedule, and abolish time-wasting meetings and procedures.

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