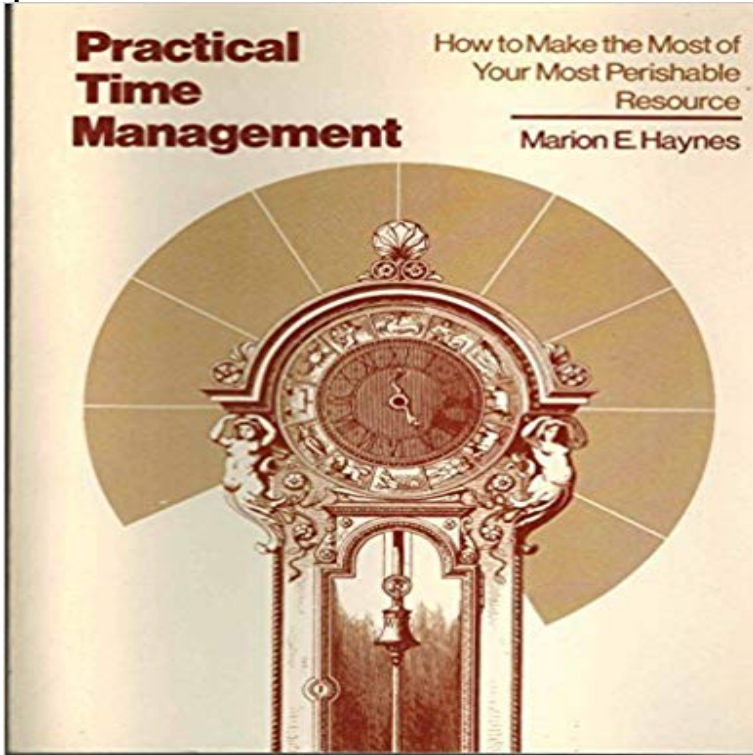


Practical time management: How to made the most of your most perishable resource



This book provides a more extensive treatment of time management than Marion Haynes best-seller Personal Time Management. Considerable attention is paid to planning, delegating, and analyzing time utilization, both on the job and at home. A series of behavioral objectives are also included.

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