



## Achieving High Performance

By -

Paperback. Book Condition: New. Not Signed; This is the practical guide that gives you the skills to succeed and achieve high performance. DK's Essential Managers series contains the know-how you need to be a more effective manager and hone your management style. You can find out how to improve your performance and boost productivity by prioritising tasks and managing your time effectively. You'll learn to improve your skills, develop drive and lead effectively. In a slim, portable format Essential Managers gives you a practical 'how-to' approach with step-by-step instructions, tips, checklists and 'ask yourself' features showing you how to focus your energy, manage change and make an impact. If you are keen to brush up on or enhance your performance, this is the guide for you. book.



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