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value of time, and teaching practical ways to prioritize, plan, manage interruptions, and organize.

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book notes and uce summary ... Have your day planned so you can recover from each interruption, 2. Be aware of body language and when you should drop everything. Find out what the interruption is and then make a decision, 3, Don 't Page 22/39

use an interruption as a way to procrastinate your work. When you don't like what you are doing you can let anything become an interruption.

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Steve McClatchy. ISBN: 978-1-118-77167-9 January 2014 208 Pages. E-Book \$14.99. In Stock Hardcover \$23.00.

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