

Manage: Learn What Management is About and How to Do It Successfully (Pocket Manager Books)



Do you find management gets in the way of doing business? Managing involves a host of disparate activities, such as making plans, allocating resources, solving problems, taking decisions, directing operations and maintaining control, each one of which can seem to be an impossible mountain to climb. But when simplified, these become a series of foothills which are fairly easy to tackle, once you know how. When you have read this book You will know what management involves You will know what action needs to be taken and when You will realise that you can manage as well as, if not better than, anyone else The trick is to manage well enough for it to become invisible, to go on in the background without impinging on the real business of life all the things you want to be doing, other than managing. Manage is a Pocket Manager Book. The Pocket Manager series is designed to help busy people manage themselves, their time, and their business more productively and successfully.

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