



# **Getting Organized at Work: 24 Lessons to Set Goals, Establish Priorities, and Manage Your Time (The McGraw-Hill Professional Education Series)**

*Kenneth Zeigler*

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*Getting Organized at Work* shows busy professionals how to get two more hours of productivity out of each day. It provides 24 lessons to master working on the right task at the right time and to put an end to procrastination.

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