



Productividad: Consejos y Atajos de Productividad para Personas Ocupadas (Spanish Edition)

Lisa Nemur

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¿Es usted Productivo? ¿Conoce las Reglas de la Productividad?

Las personas ocupadas necesitan completar tareas con eficiencia. Necesitan ser inteligentes y lograr sus metas sin perder tiempo. Tienen que conocer sus prioridades. De todo esto se trata este libro.

En estas páginas, usted aprenderá:

- Los significados de la productividad
- Las reglas de la productividad: El principio de Pareto
- Las reglas de la productividad: La ley de Parkinson
- Cómo la subcontratación puede ayudar en su vida y su negocio
- Manejo del tiempo para principiantes
- Consejos para evitar la postergación
- La importancia de mantener un horario

Al saber cómo manejar su tiempo, subcontratar tareas, mantener un horario, y aplicar las reglas de la productividad, tales como el principio 80/20, puede volverse mucho más productivo en sus negocios y su vida personal.

¿Qué está esperando?

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