



Manage Your Time Your Life in 20 Minutes a Day (Paperback)

By Miriam Salpeter

Learning Express Llc, United States, 2016. Paperback. Book Condition: New. 280 x 216 mm. Language: English . Brand New Book. In order to success in the working world, you need a set of soft skills that let people know you are professional, competent, and will be an asset they would be proud to welcome to their team. These new books, part of LearningExpress s successful 20 Minutes a Day series, tackle in-depth the soft skills all employers look for in the highly competitive job landscape. Write Speak Like a Professional in 20 Minutes a Day gives lessons on how to present yourself clearly and with confidence in writing and in speech, from job application to day-to-day work tasks. Inside, you will find instruction on: * Cover letters and resumes* Job interviews* The first day on the job* Meetings and memos* Email* And much more!Manage Your Time Your Life in 20 Minutes a Day will tackle day-to-day organization tips to make your life as clutter-free and structured as possible. Lessons inside will include: * How to plan a job search* How to ideally begin and end each work day* How to prioritize* How to prepare for meetings and presentations* How to...



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