



Getting Things Done

By Rus Slater

HarperCollins Publishers. Paperback. Book Condition: new. BRAND NEW, Getting Things Done, Rus Slater, The secrets that experts and top professionals use to get things done. Get results fast with this quick, easy guide to the fundamentals of Getting Things Done. Includes how to: * Get more done in less time * Manage upwards, downwards and sideways * Under-promise and over-deliver * Overcome difficult people and issues * Deliver projects on time and on budget.



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It is easy in study safer to comprehend. It can be writer in basic phrases and never confusing. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Emmitt Harber**