



Cómo organizar mejor tu tiempo (Educación y sociedad)

Ron Fry

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The personal survey provided in this time management book helps individuals come to their own conclusions about which strategies are best for them, leading readers to create a personalized self-help plan. Offered are tips for establishing goals and creating objectives, separating the important from the unimportant, sharpening memory skills, and scheduling time on a weekly and daily basis.

Este libro provee un examen personal para que cada individuo pueda obtener sus propias conclusiones sobre cuáles estrategias les servirían mejor. Hay trucos para establecer metas y crear objetivos, decidir lo que es importante y lo que no es, desarrollar la memoria, y organizar el calendario.

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