



# The Time Management Pocketbook (Pocketbooks)

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## **The Time Management Pocketbook (Pocketbooks)** Ian Fleming

Effective use of time is not just about using your diary better; it calls for many management skills, as the Time Management Pocketbook describes. This enduring book of practical tips, now in its 6th edition, looks at these skills within the context of a time management model. The model breaks down the process of managing time into these headings: managing what you do, managing where you work, managing communications, managing to work with others, and managing everyday. Skills covered include: objective setting, decision-making, problem-solving, creativity, assertiveness, listening, questioning, reading, writing, and handling paperwork and phone calls. This title was Ian Fleming's first in the Pocketbooks Series. He has since gone on to write pocketbooks on coaching, managing people, developing people, teamworking and virtual teams. His approach to training has been to work mainly in-company, helping managers and their teams tackle real issues and real situations.

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