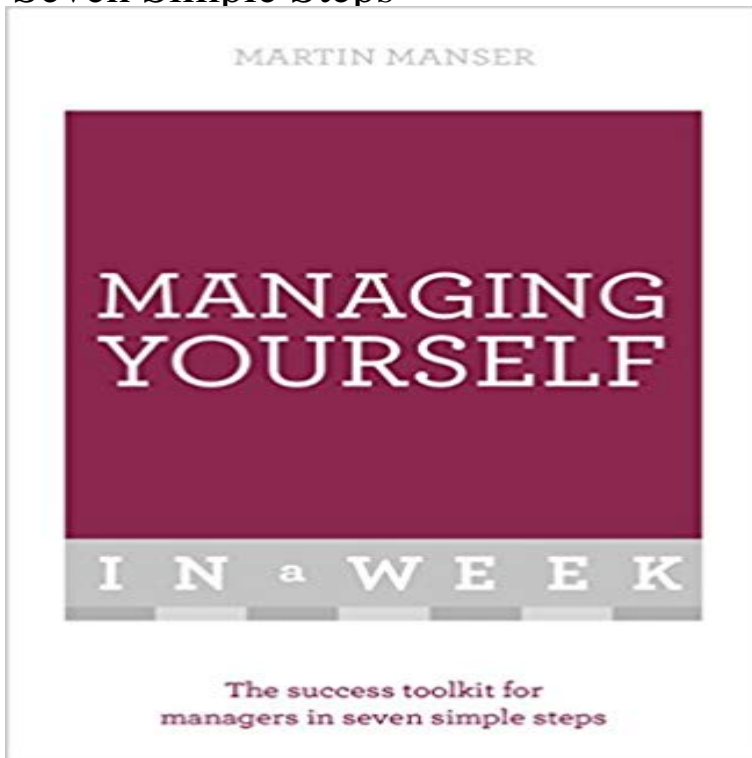


# Managing Yourself In A Week: The Success Toolkit For Managers In Seven Simple Steps



Managing yourself just got easier. One of the most important aspects of being a manager is being able to manage yourself and the first step to doing this effectively is becoming aware of yourself and evaluating your strengths and weaknesses. In *Managing Yourself In A Week* you will learn about good time management and organization skills including planning and setting priorities, dealing with time wasters, and practical steps on maintaining a diary and to-do lists. You will explore techniques such as managing your mind and learn about the power of positive thinking in developing strategies and making good decisions. You will learn about managing emotions, increasing confidence, dealing with nerves, motivating yourself and building strong relationships by applying good listening skills. The final chapter, on managing stress, looks at what produces stress in you and discusses ways of dealing with its consequences. *Managing Yourself in a Week* gives handy guidelines that will enable you to take a grip on yourself and re-evaluate your way of working and your priorities in life. It is a quick and reliable guide to the basics of self-management in the world of work. Over this week-long course you will cover:- Sunday: Know yourself well- Monday: Manage your focus clearly- Tuesday: Manage your time effectively- Wednesday: Manage your mind decisively- Thursday: Manage your emotions carefully - Friday: Manage your relationships successfully- Saturday: Manage stress thoroughly

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