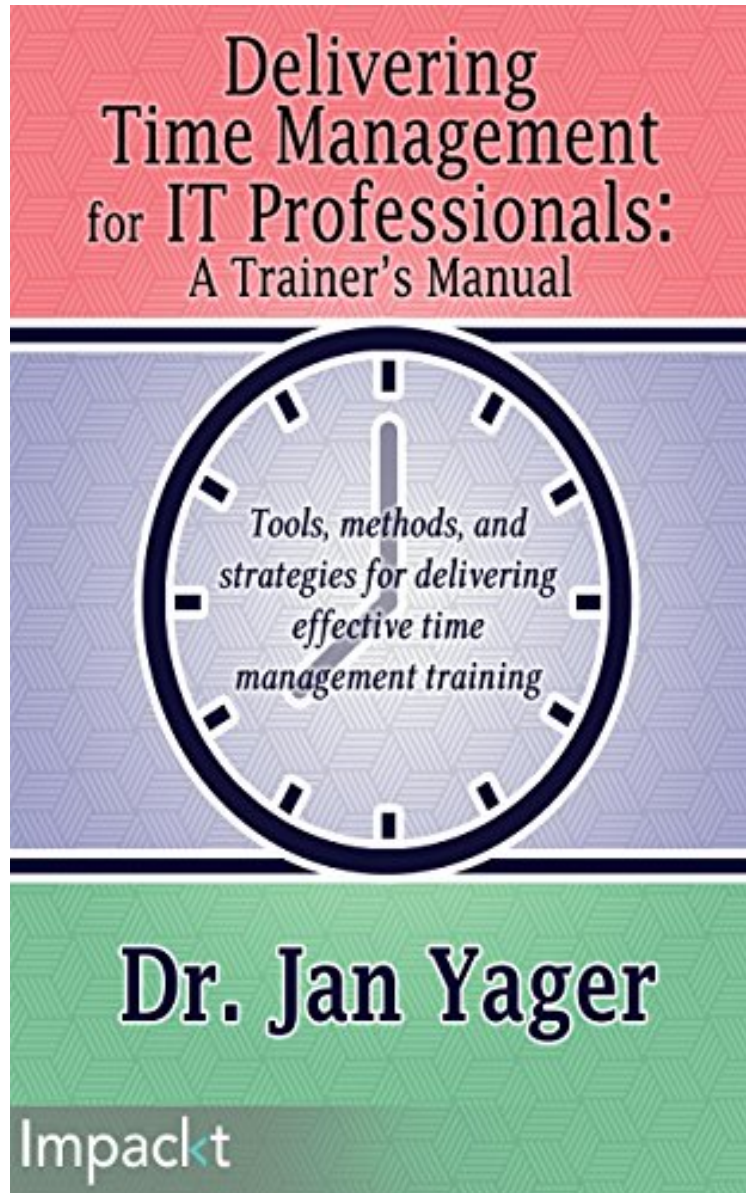


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Delivering Time Management for IT Professionals: A Trainer's Manual

Dr. Jan Yager

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provides several topics and exercises to set up a time management course, all done in a rather simple and thorough way. Sometime the book gets a bit too much cluttered (the exams could have been delivered in a dedicated area at the end of the book instead of in-between the chapters text) but nothing excessive. If you need to host such kind of courses this book is a good read to have at hand.

In a world where IT is absolutely integral to the way business works and how it interacts with its customers, effective time management within IT is perhaps more important than in any other department. Effective and on-time delivery is essential for any IT team, and ensuring your team is able to plan and deliver results independently as well as being able to cooperate and work cohesively together is the foundation of an exceptional and productive organizational culture. Business consultant and sociologist Dr. Jan Yager understands exactly what effective time management in IT can bring to a business. In this book she provides you with templates, tips, tools and tricks that you can use to deliver successful time management training for your team. From Agile organization to personal strategies for managing projects, this training manual will provide you with everything you and your team need to cultivate a culture where time is highly valued. *Time Management for IT Professionals: A Trainer's Manual* is designed to make the task of delivering training material easier for you. Featuring exercises and worksheets and plenty of tips that will help you to develop exceptional time management skills this book is indispensable for anyone who recognizes the value of time in a business. Discover strategies for improving personal productivity and help your team tackle time management headaches such as procrastination with exercises and tasks to help improve personal planning and project management skills. Tackle the distractions of the modern workplace and help your team overcome issues such as perfectionism to ensure they are not only more productive but also happier and successful employees. Along with goal setting and prioritization for personal success, explore organizational strategies and Agile methodologies with your team. Move from personal goal setting to strategic cohesion as you help your team complete the time management puzzle to see the broad picture — where both personal productivity and organizational efficiency come together.