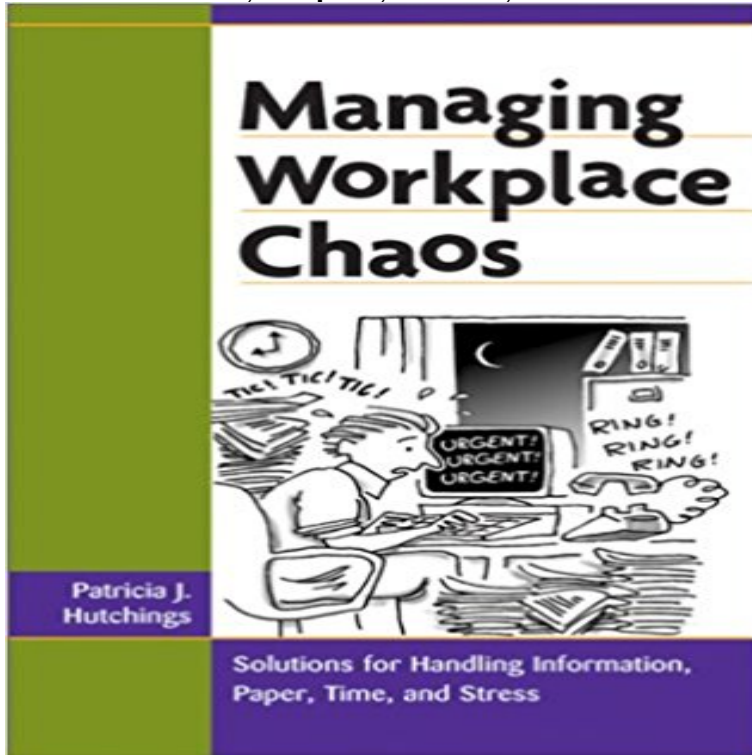


Managing Workplace Chaos: Workplace Solutions for Managing Information, Paper, Time, and Stress



Officeworkers are forced to contend with countless e-mails, memos, endless meetings and non-stop phone calls on a daily basis, and still get their work done. This is a comprehensive guide that shows businesspeople how to triumph over problems with time management, incoming information and stress. The book shows how to control the chaos of the workplace by learning new skills, such as: speed and comprehension development for more effective reading; effective goal setting through the creation of a master activity list; and action steps to combat situational, physical and emotional stress. Filled with anecdotes, examples, quizzes, worksheets, and a special stress inventory test, this book provides readers with the tools to keep office chaos at bay.

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