



Management Skills for Everyday Life

Paula Caproni

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This text's engaging and practical, yet research-based style is designed to help readers achieve the success they desire. Specifically, the ideas, tools, and techniques help readers enhance their effectiveness (ability to achieve results), career potential (e.g., marketability, salaries, promotions, job satisfaction and job choice), and general well-being (e.g., happiness, health, work-life "balance").

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Kate Ditzler says

I love this book.

I tend to read self-help books and not actually implement them, then feel guilty and believe that I am even less of a successful person. Instead of proscribing lock-step steps to become a better person, the book talks about tools and ways of thinking about how to be more successful. Also brilliant is the chapter on crafting your life, and creating work life balance.
