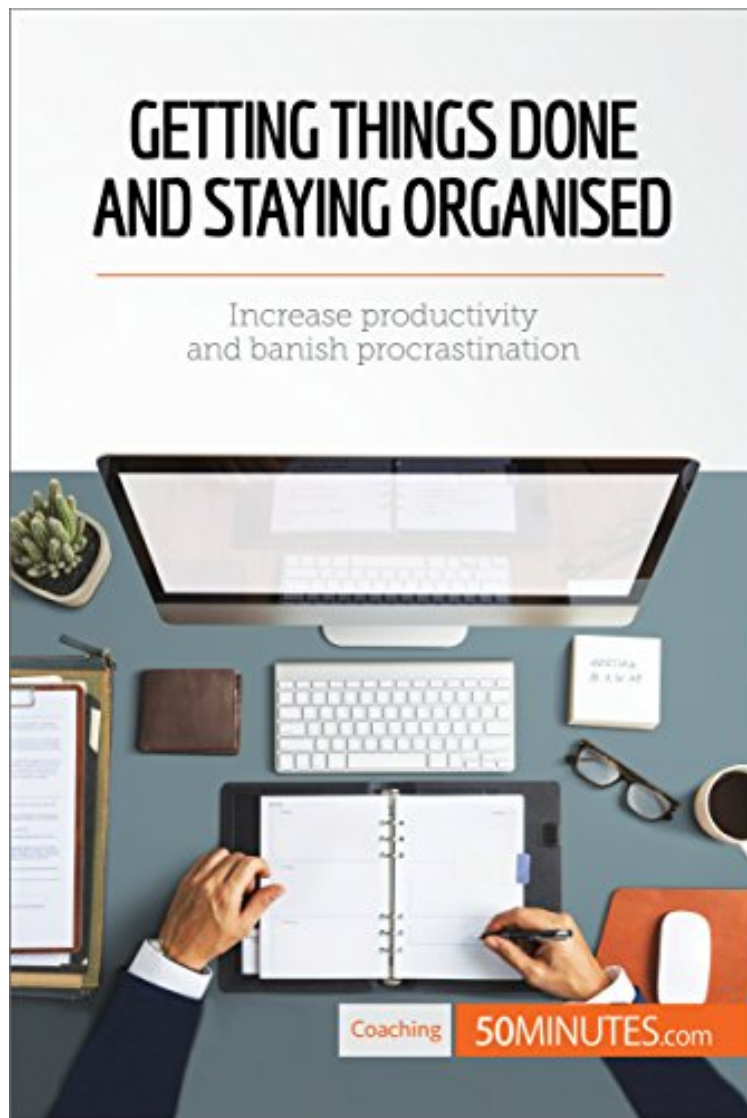


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Ready to take your career to the next level? Find out everything you need to know about improving your organisation with this practical guide. Many of us are finding ourselves under increasing pressure at work, with a seemingly endless list of tasks and responsibilities. This can leave us feeling stressed and overwhelmed, but it does not have to be this way: with just a few simple changes, you can improve your organisation, make procrastination a thing of the past and start getting things done. In 50 minutes you will be able to:

- Identify the obstacles that prevent you from effectively organising your work and learn how to eradicate them
- Control your stress at work by understanding the causes and sorting your responsibilities into three different zones of impact
- Optimise your time and prioritise your tasks according to urgency and importance to fight against procrastination

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The Coaching series from the 50Minutes collection is aimed at all those who, at any stage in their careers, are looking to acquire personal or professional skills, adapt to new situations or simply re-evaluate their work-life balance. The concise and effective style of our guides enables you to gain an in-depth understanding of a broad range of concepts, combining theory, constructive examples and practical exercises to enhance your learning.