



Management Skills for Everyday Life (3rd Edition)

By 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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