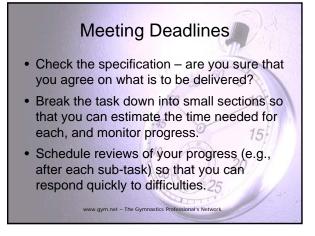


Appointments & Meetings Understand the purpose of appointments and meetings. Don't call unnecessary meetings. Have an agenda. Allocate time appropriately. Include "follow-up" time.



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Dealing With Impossible Deadlines

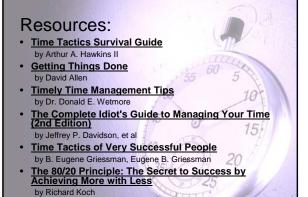
- Get the deadline extended.
- · Look for more resources.
- Get the deliverable redefined to something practical.
- State the position clearly so that person responsible for your deadline has fair warning.

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Take Back Control

- · It is YOUR time.
- Provide yourself a system & structure.
- · Maintain balances.
- Establish long-term goals and objectives.
- Measure the results.

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