



Challenges, Changes & Cures: Improving Effectiveness By Overcoming Work And Information Overload

Baha Habashy, Margaret Habashy

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More with less is the new personal and corporate reality we all must face. As individuals, to maintain or improve our quality of life we have to improve our personal productivity without sacrificing our wellbeing and work-life balance. This book is for leaders and knowledge workers who want to improve corporate and personal effectiveness by overcoming the pitfalls of work and information overload. Based on the successful Overcoming Overload Workshop, this is a practical resource book of thoughts and tips supported by diagrams, exercises, templates, and discussion questions. Refer to the action plan for personal and team growth. Through it you will learn how to: * Filter and prioritize your many roles, responsibilities, and relationships * Develop personal controls that will help you communicate, delegate, and collaborate more effectively while overcoming the causes of e-mail and meeting overload * De-clutter to simplify and overcome the causes of work and information overload As your work and life changes, this book will remain a companion that you can refer to in response to your changing roles. It is toolbox that you can use to help friends, colleagues, and others who look to you for leadership. This practical book brings together: * Real life stories you can relate to * Examples, tips, and templates that you can easily personalize * Commonsense principles and easy to follow processes that you can use to chart your own course to improved effectiveness and enhanced work-life balance. This book bring together the wisdom and experience of more than seventy respected authors and thought leaders. Through its pages you will find tools for self-directed coaching and resources to help you be the effective coach and leader you need to be.

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