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Complete summary of Jeff Olson's book: "The Agile Manager's Guide to Getting Organized: How Highly Successful Managers Cut through the Clutter and Get Things Done".

This summary of the ideas from Jeff Olson's book "The Agile Manager's Guide to Getting Organized" shows that most good managers know what they need to do in order to achieve more, and they try to be aware of how to focus on critical issues. However, the implementation stage of new, more efficient ideas is often frustratingly tricky. In his book, the author explores how to get rid of mental clutter, simplify your commitments, get rid of extraneous paperwork, manage your workforce effectively and identify and eliminate your eight great time wasters. This summary explains each of these steps in detail and how you can work on them to finally get organized and become more productive.

Added-value of this summary:
• Save time
• Understand key concepts
• Expand your knowledge

To learn more, read "The Agile Manager's Guide to Getting Organized" and discover the key to getting rid of clutter and boosting productivity.

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