



Managing Smart (Street Smart Series)

M.D., MBA, Lynne Milgram, Ph.D., M.D., Alan Spector, Matt Treger

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'Managing Smart' examines the challenges facing today's management and provides fast, practical answers for solving common workplace situations. It presents step-by-step instructions for mastering more than 300 key real-world management tasks.

This condensed business guide includes information on:

* Leadership techniques * Labor management * Strategic planning * Time management * Marketing and sales techniques * Career development * Key business concepts * Management tools * Information systems

Among many other management topics, 'Managing Smart' also shows you how to:

* Set project goals and priorities * Increase efficiency * Comply with employment and labor benefits * Manage finances

Management professionals and novices alike will improve their effectiveness, skills, and knowledge with these concise reference tips.

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