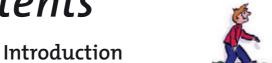
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Take charge of the time-wasters

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Do you find it difficult to pull yourself together? Is your inbox bursting at the seams or are you letting yourself be interrupted time and again? Do you attend meetings that are irrelevant? Is your desk overloaded – or are coffee chats getting out of hand? This chapter offers inspiration for handling a number of the most crucial timewasters on the job.

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