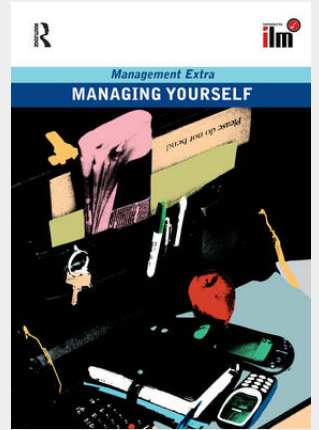


Elearn

## Managing Yourself

Revised Edition

This book is about the skills of personal effectiveness and professional development. Learners are introduced to a wide range of tools and approaches that will enable them to realise their personal and work performance goals by improving the way in which they manage themselves. It highlights how managing yourself means taking responsibility for various aspects of yourself: how you learn and understand, how aware you are of your actions, feelings and preferences, how you build self discipline through managing your time and stress and how you balance your home and work lives.



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