

WORK FROM HOME

PRODUCTIVITY TOOLS



JA Banks

The Art and Science of Effective and Impactful Business Communication for Managers Karminder

Ghuman, 2024-09-16 Though we all communicate yet effective communication is not an innate skill for many people It has to be learned and practiced This book has been designed to meet postgraduate management students requirements and equip them with the skills needed for effective workplace communication emphasizing strategies for business interactions It shall impart learning on core principles of business communication and shall provide practical guidelines regarding how to communicate effectively and impactfully in the complex and nuanced corporate world The book shall provide an in depth understanding of communication practices prevalent in business organisations with the aim of preparing students for their future roles in the corporate world Every chapter has been designed in a manner to provide a tool strategy or approach that can further enhance the effectiveness of the communication of readers for contributing towards their success while working at a business organisation It also covers the new age digital communication competencies employees need in today s highly dynamic and hybrid working environment Freelance Freedom: A Creative's Guide To Success Patrick Gunn, 2025-03-22 Unlock the secrets to thriving as a freelancer in the modern gig economy In Freelance Freedom Patrick Gunn provides practical advice and actionable insights for creative professionals writers designers developers and marketers seeking to build a successful freelance career From understanding the freelance landscape to mastering time management building a personal brand and navigating financial and legal challenges this comprehensive guide covers it all Learn how to attract and retain clients manage multiple projects and maintain work life balance all while leveraging your unique skills to stand out in a competitive market Whether you re just starting out or looking to refine your freelance business Freelance Freedom offers the tools and strategies you need to turn your passion into a profitable career Embrace the freedom of freelancing and take Multidisciplinary Research Area in Arts, Science & Commerce (Volume-5) Chief control of your creative journey today Editor- Biplab Auddya, Editor- Dr. Rinki Mishra, Dr. Rajeshwari Ullagaddi, Dr. Ruma Bhadauria, Dr. Aakriti Rathi, Dr. N.V. Raghu Babu, Mr. Romero D'Souza,2025-08-06 Focus Training Lila Santoro, AI, 2025-03-14 In today's hyper connected world maintaining focus can feel like an uphill battle Focus Training provides a much needed guide to reclaiming your attention and boosting productivity The book explores practical techniques grounded in the neuroscience of attention offering strategies to understand how our brains process information and how to leverage this knowledge to our advantage Discover how mastering distraction management can lead to immediate improvements in concentration and mental clarity This self help resource uniquely combines insights from psychology neuroscience and organizational behavior to provide a holistic approach to attention management It begins by unraveling the neurological underpinnings of focus then progresses to actionable strategies for minimizing distractions and cultivating focus enhancing habits Learn how to tailor techniques to your individual needs whether you re a student professional or simply seeking greater mental clarity **Harvard Business**

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