

- ii. How does it work?
- B. Effectiveness and Efficiency
- C. Being the Boss of Your Own Time
 - i. Learning the job
 - ii. Assigning Priorities
 - iii. Adopting a Flexible Plan
- D. Office Organization
- E. Learning to Cope with Stress
- F. Ethics in the Office
- G. Environmental Office
- H. Understanding Time in Different Cultures

IV. Time Management

- A. What Is Total Quality Management
- B. Effectiveness and Efficiency
 - D. Total Quality Management

