

Productivity

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About Time (Time Management in Business)

Your success in business hinges upon your ability to manage time wisely. ©2006.

Recommended: HS/PS.

LAP-OP-001C-SP-4...\$43.95

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Additional copies of student LAP (20)

LAP-OP-001K-SP-4...\$25.95 (Member: \$21.95)

About Time (PowerPoint)

PSW-OP-001-4...\$49.95 (Member: \$35.95)

Make the Most of It (Productivity)

Productivity, the measure of how efficiently inputs are changed into outputs in a set time period, is vital for business success. If a business is not productive, it has little chance of survival in the global economy. ©2008. Recommended: HS.

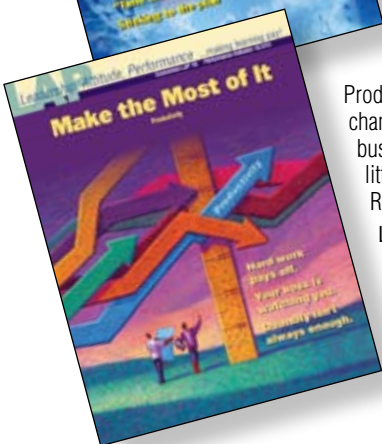
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Make the Most of It (PowerPoint)

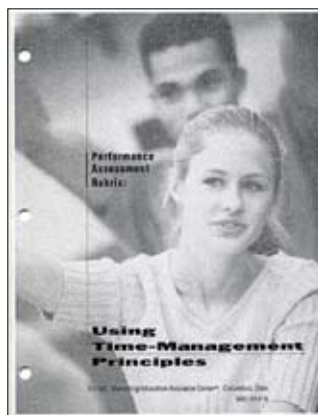
PSW-EC-018-4...\$49.95 (Member: \$35.95)



Performance-Based Rubrics

Using Time-Management Principles Rubric,
©2002.

MSC-01-016-4...\$10.95 (Member: \$7.95)



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DVDs DVD



Get Organized! Managing School, Life, and Fun

Although a bit silly in its extreme examples, this DVD clearly establishes the value of planning and organization—using a systematic approach to decisions about “stuff.” Lost backpacks, unfinished homework, missed carpools... disorganization isn’t just annoying—it can seriously jeopardize a student’s future. ©2006.

Length: 23. Recommended: MS/HS. Rated: ★★☆☆☆

DVD-07-072-4...\$89.95 (Member: \$85.45)

Time Management: Prioritize and Organize

Presents basic management techniques on how to prioritize, how to delegate, and how to avoid time wasters. Specific steps on using the calendar, writing down important information, and organizing daily and weekly activities. Activities guide included. ©2005.

Length: 16. Recommended: HS/PS/AD. Rated: ★★☆☆☆

DVD-04-061-4...\$98.00 (Member: \$93.10)

Reference Books

Management Mess-Ups

Examines a variety of mistakes managers commit daily that stifle productivity, squelch opportunity, lose customers, and irritate employees. Not big enough to grab headlines but significant enough to undermine the efficiency and success of their departments or organizations. By reading about these mess-ups, learn to avoid these common stumbling blocks to becoming a manager with a true winning edge. ©2006.

Length: 256.

Recommended: PS/AD.

RB-05-110-4...\$14.99 (Member: \$14.09)

