

In the Name of Allah, Most Gracious, Most Merciful

Organization Skills

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We are living in the fast moving information age and working in pressurized environments where the day-to-day challenges are increasing enormously and constant threats of streamlining and downsizing are the norm. More productivity is expected in less time from fewer people. This causes stress and leads to the feeling that there are not enough hours in a day.

Organization Skills is designed to provide you with the strategies, tools, and tips to improve the productivity in a balanced way, the way you study, work and live, to face the future challenges.

It is written to help organize our students, teachers, professionals and other workers.

Below is link to download:

http://global-right-path.webs.com/Siraat-al-Mustaqeem/Organizing_Skills.pdf

Read Al-Quraan, the Miracle of Miracles and free from contradictions and errors

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