

# **Work Management Strategies According to Dale Carnegie\***

- **Do tasks in the order of their importance.**
- **Clear your desk with the exception of the current task.**
- **Learn to organize, deputize and supervise.**
- **Solve problems immediately when you have all the information to make a decision.**
- **Do the very best you can.**
- **Put enthusiasm into your work.**

\*From Dale Carnegie, How to Enjoy Your Life and Your Job