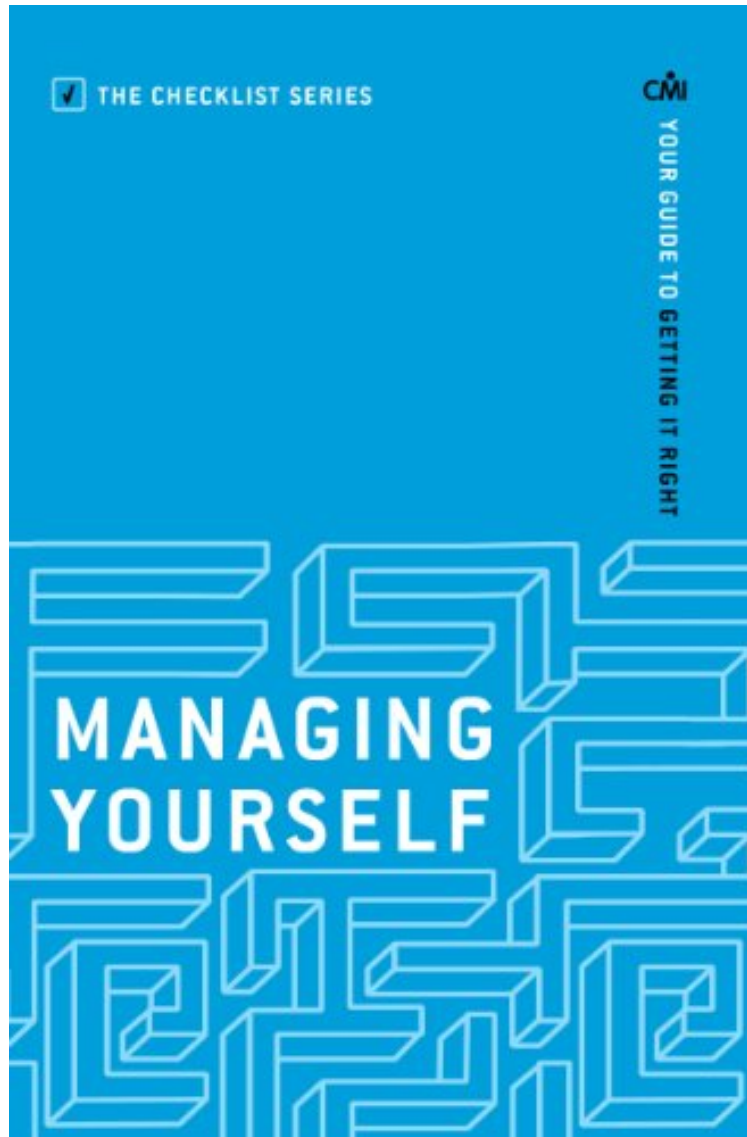


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The experts' guide to how to manage the most important person you are responsible for: yourself. Here are the checklists compiled by the CMI's experts on the aspects that are most crucial to your personal performance as a manager, on such topics as: Starting a new job; Fitting in and getting on; Handling workplace relationships; Developing your network; Making an impact; Succeeding as a new manager; Handling the politics; Testing for personal effectiveness; Personal development planning; Working out a career plan; Writing your CV; Managing your time effectively; Handling information and avoiding overload; Solving problems; Stress management, and putting yourself first; Emotional intelligence; Marketing yourself; Managing (your relationship with) your boss; and Networking. It is all here, from the basics to the more nuanced and difficult to get right, and included among the essential checklists are profiles of leading management thinkers on key topics.