



# Managing Your Information



A How-To Guide for Records &  
Information Management

# Managing Your Information

**Leon Pratt Alford**



## **Managing Your Information:**

**Managing Your Practice** Joyce J. Fitzpatrick, Ann Glasgow, Jane N. Young, 2003-05-30 Designated a Doody's Core Title span Are you establishing a solo or collaborative health care practice This concise reference book is designed to provide the basic business and management skills you need It is packed with practical information from writing your mission statement to preparing and implementing a business plan to marketing and legal considerations Three sample business plans are included as an appendix

**Organizing and Managing Your Research** Renata Phelps, Kath Fisher, Allan Ellis, 2007-02-22 As research guides go this is probably the best most readable and encouraging books for nurses that I have come across I recommend this volume to students and researchers at all levels and at all stages of their professional careers It is an excellent read Nursing Standard This book is an ideal reader for someone who is thinking about starting a research project with no or limited previous experience This is because it outlines the whole research process from start to finish It also provides useful tips for those who are more experienced Nurse Researcher Organizing and Managing Your Research A Practical Guide for Postgraduates deals with the practical day to day aspects of managing and organizing research Its focus is on strategies skills and systems that increase the efficiency and effectiveness of research practice across all research disciplines Written in an accessible non technical style that speaks directly to the reader in a personal and collegial voice this text gives practical advice and offers many tips and strategies gleaned from experienced researchers The written text is accompanied by a website that provides downloadable templates and live links to appropriate sites Key Features include Tips boxes to outline useful strategies and shortcuts based on day to day practice of experienced researchers Feature examples illustrate the practical application of some of the concepts covered Want to know more about boxes offer pointers to further sources of information Over to you questions at the end of each chapter prompt the student to reflect on how the strategies and concepts can be applied to their own research project

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