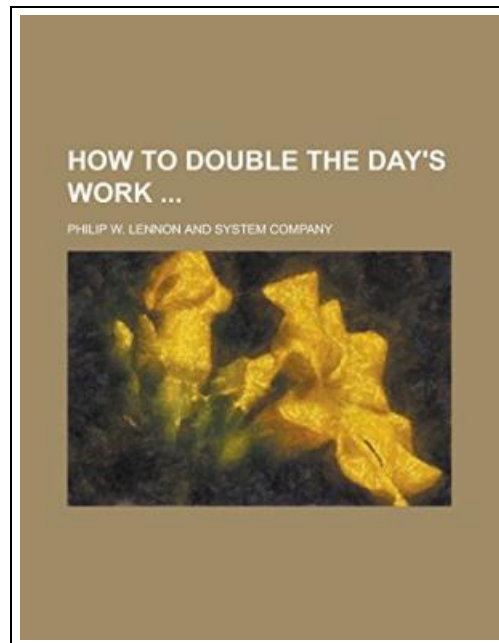


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HOW TO DOUBLE THE DAY S WORK



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Rarebooksclub.com, United States, 2013. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****.This historic book may have numerous typos and missing text. Purchasers can usually download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1910 edition. Excerpt: . want them to reach the maturity of accomplishment. There are vital things we want to put through next January--an increase in salary or in profits may depend upon them. Make an itemized list of them, putting each problem or task on a separate card, and then stating under the main task, just what specific operations are necessary to push them through to a successful end. After each operation of this sort, put the date this separate task should be performed, make a special tickler for it (Form XI), and file it under the desired date. Form X: Two cards from the tickler, outlining the beghininK of a business project and the tasks required to set it in motion The main problem card we will file under January, and as we accomplish each separate operation, we will tear up the separate tickler cards we have made for them, and check them off on the main card. Active Brain Cells in a Wooden Box--How the Tickler Discounts the Future I am firmly convinced that the man who has the foresight habit, and who is a master of the tickler system, has really a double brain. And I very much doubt if even two brains, without the tickler s aid, could successfully handle the same volume of detail. It is not enough, however, for the tickler to remember the big things to be done in the distant future; it should remember the little things to be...



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