

101 Sample Write Ups For Documenting Employee Performance Problems A Guide To Progressive Discipline Termination

Are your employees meeting their goals? Is their work improving over time? Understanding where your employees are succeeding—and falling short—is a pivotal part of ensuring you have the right talent to meet organizational objectives. In order to work with your people and effectively monitor their progress, you need a system in place. The HBR Guide to Performance Management provides a new multi-step, cyclical process to help you keep track of your employees' work, identify where they need to improve, and ensure they're growing with the organization. You'll learn to: Set clear employee goals that align with company objectives Monitor progress and check in regularly Close performance gaps Understand when to use performance analytics Create opportunities for growth, tailored to the individual Overcome and avoid burnout on your team Arm yourself with the advice you need to succeed on the job, with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

Kamari Grade was a well-known troubleshooter for the most discerning clients. But when called to investigate one of the most powerful men in financing, she's thrown into the world of Huron Base. Financiers were usually polished in word and deed, but there was a sexy arrogance to Huron that blared former thug and it wasn't an image he wanted to forget. When the lovely troubleshooter crossed his path she was everything he loved about his life—challenge, drive, determination, strength, success, beauty ... For a man who could acquire anything, the allure of such a conquest was irresistible.

Not your typical letter book, this story uses the alphabet to express the hopes and desires we have for every young life. The words engage the reader and the rhythm entertains the young learner. The illustrations complement the story but also offer additional learning opportunities with the use of color, letters and animals. This story is more than just an alphabet book but a celebration of all the wonders of life.

There's no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager's fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process from beginning to end and provides ready-to-use model documents—in print and on disk—that eliminate the stress and second-guessing about what to do and say. Expertly written, the write-ups cover every kind of problem—substandard work quality, absenteeism, insubordination, e-mail misuse, sexual harassment, drug or alcohol abuse, and more. Readers will also find new information on laying the ground work for a tidy dismissal; tying progressive discipline to annual performance reviews; formally addressing intermittent FMLA abuse; ways to avoid drafting documentation that could later be used against their company; and much more. There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem, but this one-of-a-kind guide helps managers handle any scenario fairly, constructively, and, most importantly—legally.

101 stimulant puzzles along with all the answers and high quality paper prints for adults, stimulate puzzles with 20 overlapping words. Search terms include animals, flowers, fruits, simple words and some tough ones for adults. You to improve their vocabulary. Time of entertainment to stimulate the brain for adults find and circle the words.

"A highly motivational resource." The Midwest Book Review At some point in their career, all writers experience either the pain of rejection, discouragement, disappointment, and/or other hazards of the writing life. The key is to identify the obstacles ahead and know how to overcome them. - Learn the truth about failure. - Discover the ultimate dream killer. - Find out how to get rid of a wet blanket - Discover the one secret every full-time writer knows - And much more This revised and update edition includes information for indie authors, expands on the necessary traits of long-term professionals and addresses other changes in the industry. Your destiny is at hand!

"Write right - right now - the book by Walter M. Perkins is entertaining and informative for anyone who has ever wanted to write AND publish a book but did not know the steps. The book is broken into easy-to-understand components. Perkins emphasizes the business aspects of writing a book and sheds light on issues such as doing business with graphic designers, agents, publishers, and printers"-- Taken from Amazon.com November 7, 2014.

Walt Johnson has been a rolling stone most of his life, moving from town to town and living on the edges of homelessness. Now he has run out of time as lung cancer has left him only months to live. Walt then begins a quest to find the son with whom he lost contact decades earlier. Out of money, he lands a job at a small-town restaurant in an attempt to save enough to buy a bus ticket to the last known whereabouts of his son. The friends Walt makes at his new job soon become family for him, especially 14-year-old Danny who is emotionally paralyzed at the loss of his own father in Iraq. Faced with Danny's struggles to grow up and the struggles of his other new friends, Walt comes to realize he is not only on a journey to find his own son, but he is on a journey to find himself worthy of being a father.

Killian knows all about vampires and aliens. They're not real. But when a handsome swimmer climbs into her storm-tossed boat an hour from her summer destination, the worlds of fantasy and reality suddenly collide... Cuttlelea Island has no mall, no social scene, and no action. But it does have a mysterious stone tower, ageless islanders, and a secret as astonishing as a mermaid's tale... Before the summer is through, Killian will find the truth of her family's past...and the role she is destined to play in a centuries-old curse.

PMPope brings his unique voice to the printed word. A prolific multimedia poet, his work finds its audience via art and word collaborations, video and audio tentacles reaching all around the word. In this collection, PMPope explores the scope of creativity that originates on the 21st century frontier: social media. His incisive observations about disconnectedness, intimacy, and superficiality bear witness to a world of internet friends and virtual relationships.

A complete tool kit for handling disciplinary problems in a fair, responsible, and legally defensible way. There's no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager's fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process from beginning to end

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Over 100,000 copies sold! Now with 20 all-new write-ups! Managers may dread dealing with performance problems, but this sanity-saving guide by HR expert Paul Falcone is here to help. Revised to reflect the latest developments in employment law, the third edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process and provides ready-to-use documents that eliminate the stress and second-guessing about what to do and say. These expertly crafted, easily customizable write-ups address: Absenteeism * Insubordination * Sexual harassment * Drug or alcohol abuse * Substandard work * Email and phone misuse * Teamwork issues * Managerial misconduct * Confidentiality breaches * Social media abuse * And more With a focus on getting employees back on track, each sample document includes an incident description, a performance improvement plan, outcomes and consequences, and a section for employee rebuttal. Whether you're addressing an initial infraction or handling termination-worthy transgressions, this trusted resource ensures every encounter remains clear, fair, and-most importantly-legal.

Automotive Relay Circuit Guide(Includes circuit explanations, how current flows and how to wire relays from the ground up.)By Mandy ConcepcionThis book is a comprehensive work on automotive relays and their circuit analysis. The book is also a companion to our Video-DVD series of the same title. Here, we analyze how automotive relays are connected with their peripheral components. Each section starts with the specifics of the components used in that circuit and then there's a deep analysis of how current flows on the circuit. The idea is to first explain and give the reader the particulars of each circuit, then go deeper and analyze why the circuit behaves the way it does, how to diagnose it and how to connect it in case the whole wiring is missing, obsolete or simply was never present to begin with. Table of Contents · How to wire relay as ON button – Explains how to connect an automotive relay to stay ON at all times. Useful for any device that stays ON and using a low current trigger switch. · Turn ON relay button diode – Details the use of a Diode as an ON circuit. The diode itself is the key to it all. · How to make a relay injector security circuit – This is a clever circuit for deactivating your vehicle's fuel injectors as a security measure. It's simple and concealed. · How to wire a relay starter kill-switch – Disabling the starter is fairly simple, but this circuit also employs other tactics to make it more effective. · How to do a single relay car alarm – Shows how to wire a relay as an easy to connect car alarm. It'll show you a cost effective way to secure your car. · How to connect a power relay – Gives you extensive input for connecting an automotive relay as a power unit or to drive almost any kind of device. · How to wire a cooling fan relay – Useful in retrofitting an older systems to work with electric cooling fans and to replace an out of production fan with a universal unit. · How to connect a fuel pump relay – There are many instances where the fuel pump has gone bad and no replacement is available. Learn how this circuit works and how to wire the fuel pump. · How to do an alternator relay failure circuit – A very clever circuit used as a warning to the driver when an impending alternator issue is at hand. · How to wire relay power door lock – Power door locks have been around for many years. This section shows you how the circuit works, how to connect it, retrofitting to an older car and how to repair the systems in case of failure. · How to wire a power windows relay – Resistive rest at ground or any other wiring scheme is foreign to many people. Learn how it works right here in this article. · How to make a relay turn signal – Learn how to wire an entire high class turn signal system, found on luxury makes. Useful for retrofitting your own vehicle in case parts are no longer available. · How to wire an AC compressor clutch relay – A very reliable circuit is presented here to help you understand an AC systems as well as teaches you to retrofit older cars. · How to connect a headlight warning relay – Knowing when the headlights are down is essential. This circuit will show you how the circuit works and how to build it. · How to wire an ECM relay – The ECM relay meets all power requirements for the car computer. Learn how the circuit works and how to connect it. · How to wire AC blower motor relay – Get the details on connecting an AC blower motor and how to re-wire a new one if needed. · How to wire relay fog lights – Fog lights are necessary in many areas. Most vehicles have no fog-lights and this circuit is geared towards explaining how they work and install them.

With the price of admission, you are guaranteed a one-way ticket to hell. There's no deal on Earth like it. Do you want to spend eternity in the Kingdom of darkness but don't want to have to commit any real sins like murder or sodomy? Never before has this kind of deal been offered. All you have to do is pay the fee to purchase this book and your afterlife will be secured no matter how many orphans you feed or puppies you pet. Claim your ticket to Hell with proof of purchase over at www.RottingHorse.com A parody of parables for the new ages. Join Jesus Christ on an adventure throughout the centuries as he joins forces with an unlikely immortal ally to expose the true faces of evil who call themselves, The Craftsmen. Enjoy this timeless tale of revenge and denial as Jesus delivers his own brand of holy justice. This exclusive early edit is available now for those who want to experience the artistic process. There are typos and other issues in this novel but none that we find too critical to stop us from letting you take a look behind the curtain. The final product may be very different (i.e. changing the the book from present tense to past tense is a strong consideration) from what you purchase here. You can get the whole thing free as a PDF directly from www.RottingHorse.com What's really being sold here is your soul.

A comprehensive resource of physical education games designed to help children in grades K-8 develop the skills important to performing a wide variety of team and lifetime sports.

In a small wooded lot a busy woman stumbles upon a strange doll the neighbors possibly left. She attempts to reveal who brought the toy to her home, but she uncovers no real leads. Then when a letter turns up asking her to give the doll away as soon as possible, she ends up on the edge of reason as the doll is in the midst of being reclaimed by someone. The doll although small and cuddly resembles a somewhat black entity similar to a doll she keeps in her home, but when a nearby psychic and fortune teller comes to her home asking her to give up the doll to keep her sanity, but she refuses. The stuffed animal then turns out to be more than she bargained for when the bear starts to grow a tail and red eyes. When she discovers those details, she desperately tries to send it away to a pawn shop owner, but the next day he ends up dead, and a new feeling that the stuffed bear may not be what she considered a stuffed cuddly toy anymore. The story focuses on the character of Mary, and the stuffed bear that she suddenly inherits when the doll is left on her doorstep. She finds that although the stuffed bear did have an

owner, he ended up in a mental institution, and the bear was simply left behind, either by someone else or the bear itself. She doesn't want to come to the terms that it could have ended up on her doorstep, by itself, but when the tale that the previous owner claimed is finally revealed, she desperately searches for an answer to the horror of Truggle.

He was famous for telling stories. He could always make the story interesting. He had a way of seeing the best or funniest of every situation. He wrote down over 180 of his best stories in his last few years for all his family and friends. You will laugh, and relate to the stories of childhood, school years, and growing up during the depression. From his northern New Jersey, small town home he shares what it was like growing up in the 20's and 30's. From logging to working with horses, the stories provide a great view of the life style from that time period.

It is a huge misconception that veganism and building muscle are mutually exclusive. Society has taught us to believe that eating meat is correlated with being "macho" and you need it to build great muscle. Well that unfortunately might be a stereotype, but it is not a fact. When you have a plan and adjust accordingly, than getting great results on a vegan bodybuilding diet is just as easy as it would be with any other plan. And that is the purpose of this book. Inside, you will learn the trials and errors that vegans make when they start building muscle, and how to get optimal results out of a plant-powered diet. This book is not only centered around vegan bodybuilding but also covers vegan health benefits, supplements, bodybuilding recipes and saving money! Be prepared to feel great, have energy you never had before and make the best gains of your life!

"If you're looking at this book, trust your instincts," says Jim Rauth founder of the Comedy College a standup comedy school located in Milwaukee and Chicago. Jim has been teaching "Standup Comedy 101" for the last 19 years. Jim's students have appeared on HBO, Comedy Central, NBC's "Last Comic Standing", Jimmy Fallon, Conan O'Brien and more! Jim also has managed a comedy club and has produced over 600 comedy shows. "In the early years, I was producing an open mic in Chicago and in the same room we had TJ Miller, Kumail Nanjiani, Kyle Kinane, Nate Bargatze and Hanibal Burress when they were starting their careers on a Tuesday," said Rauth. If you're looking to be funnier for the next party or you're heading for a national television gig, this workbook will get you there. It's worked for numerous Comedy College students who have made to national television shows and others who make their living doing standup. The book is an easy read and the exercises are simple to follow. It's designed to help you get your comedy act together for you first comedy performance, and then to help you keep building your comedy career.

Home is where the heart is... Seven years after leaving town and the only girl he loved, Cooper still couldn't forget about Sophia. He had two loves. Music and the woman of his dreams. Coming back home proved that would always be true. But things have changed. Now he has to gain her trust again if he wants to make her all his. The question is, did he lose his chance the first time? Some things are hard to forget... Sophia tried to stop loving Cooper and failed miserably. Despite the way he'd abandoned her seven years earlier, she can't seem to stay away, even though trusting him doesn't prove easy. One careless night could change it all and the secret she carries may ruin any chance of them being together. They say life is all about taking chances. But when opportunities are lost and love comes knocking the second time around, lives are changed forever.

More than 100,000 copies sold! Every harried interviewer knows the result of throwing out vague questions to potential employees: vague answers and potentially disastrous hiring decisions. Presented in a handy question-and-answer format, 96 Great Interview Questions to Ask Before You Hire provides readers with the tools they need to elicit honest and complete information from job candidates, plus helpful hints on interpreting the responses. The book gives interviewers everything they need to: identify high-performance job candidates • probe beyond superficial answers • spot "red flags" indicating evasions or untruths • get references to provide real information • negotiate job offers to attract winners. Included in this revised and updated edition are new material on background checks, specific challenges posed by the up-and-coming millennial generation, and ideas for reinventing the employment application to gather more in-depth information than ever before. Packed with insightful questions, this book serves as a ready reference for both managers and human resources professionals alike.

Bible scholar and teacher, Dr. John R. Hargrove has designed a wonderful, year-long course for the individual Bible student and for the classroom. Spread out over twelve courses, each book is a wonderful and insightful introduction to the Word of God. From Genesis to Revelation, Dr. Hargrove hopes to help you grow in the Lord and to understand his Word at a deeper, more profound level. An intimate level. Ideal for small group study and for the individual, the Biblical Studies 101 program is, we think, ideal for you, too. Excellent Beginnings: Course One Let's go back in time to the story of Creation and a study of the earliest men in the Book of Genesis. The question is: did God create us or did we come from a sort of cosmic soup billions of years ago? Since Creation has obviously taken place, I believe there is a Creator. He is God. In the Bible, we will see that God does not speak verbally to everyone, but chooses specific people to talk to, and asks them to go forth as prophets for Him. Those were usually men of great faith. We will soon learn that the Bible is not a story of great men, but of a great God. Yes, the Lord still communicates with us today, and I want to show you how. In this study, Course One of the "Biblical Studies 101", we will assume the Creation story is the true one. If you are not sure about that, I invite you to settle in and read what God has to say about it.

Provides examples for handling such personnel problems as insubordination, absenteeism, e-mail misuse, drug or alcohol abuse, and sexual harassment

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An expert in the Americans with Disabilities Act (ADA) and California's Fair Employment and Housing Act (FEHA), Rachel Shaw is the foremost executive-level human resources compliance trainer in the country. As principal of Shaw HR Consulting for more than 15 years, she has helped thousands of public and private sector employers to manage their most challenging personnel issues related to disability compliance, leave management, and workers' compensation. Now, with "The Disabled Workforce," Rachel has written the

book on ADA compliance, using straight talk to clarify confusing and complicated disability discrimination laws, while revealing her signature methods for managing the disability interactive process and its many challenges, including leave management, discipline issues, mental disabilities, fraudulent claims, and more. Inside are practical tools and easy-to-follow strategies for employers who navigate the interconnected roles of human resources, workers' compensation, and disability compliance. By applying Rachel's revolutionary Disability Interactive Process Hallway(TM), your organization will pinpoint legitimate accommodation requests and develop creative solutions while weeding out inappropriate claims. This proven approach saves organizations considerable time and money, reduces litigation, and improves employee-employer relations. "The Disabled Workforce" is an indispensable tool for human resources and risk management professionals to master ADA compliance while nurturing their diverse and dynamic workforces. This is a coloring and cursive writing book. It teaches young children how to make cursive letters while teaching them the alphabet. There is plenty of room for them to practice writing their friends names as well as just writing some silly words. They can write and color in this book and personalize it.

There are three universal truths about traditional performance management. They are widely used, universally despised, and are known to be ineffective. These reasons are cited in the recent spate of announcements from dozens of major corporations who have abandoned their appraisal systems. As a result, many organizations are grappling with what to do instead. They have adopted many interesting and innovative practices, but most are a random collection of activities that are not bound together by a sound theoretical framework. This new approach is built upon a sound theoretical foundation, uses proven management techniques, and offers a novel framework and tool for managers for regulating and enhancing the performance of their staff. Dozens of ready-to-use templates and accompanying tools help make good management practice more accessible, practical, and effective. Just as important, the new approach is both millennial- and remote worker-friendly as it incorporates features that speak to how they work.

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This book is designed to accompany the Introduction to Salesforce Analytics - Building Reports and Dashboards class offered by Stony Point. A person reading this book or a student in this class will to build reports and dashboards utilizing basic and advanced concepts . Although the book is designed as a supplement to the class, it contains valuable exercises that will be useful for someone wishing to learn on their own. This online, five hour class is delivered by a live instructor and is specifically designed to teach administrators, business analysts or report writers how to utilize the basic and advanced analytic capabilities of Salesforce. A student in this class or reading this workbook will learn the basic Salesforce object model, and how to create and secure reports and dashboards. The instructor will lead students through exercises to create tabular, summary, matrix and join reports. Students will learn advanced reporting functionality such as charting, report summary fields, bucket fields, conditional highlighting, advanced report filters and building custom report types. Finally, the student will learn how to create and run dashboards and schedule and email reports and dashboards. Each student will be given a practice learning environment to participate in hands-on exercises during the class. The student will be able to use that learning environment indefinitely after the class without any additional fee. Stony Point is a leading provider of Salesforce training for sales people, customer service personnel, marketers, system administrators, developers and consultants. Stony Point delivers public and private classes virtually and in-person at locations throughout the world. Please visit www.stonyp.com for more information on the classes and services offered.

Supply and demand trading is not rocket science and no one owns it or has a patent on it. The good news is that anyone can learn it, it is a simple market principle that has been in existence since there was a market and it will always be the same principle till there is no more market which will be the end of days. The even better news is that you don't need an MBA or even a high school diploma to learn it and use it to make an unlimited income from trading. Using supply and demand is a no brainer and doesn't require years to learn it and use it. Supply and demand is the only way live markets work meaning for every buyer there has to be a seller and for every seller there has to be a buyer, it's that simple. Supply and Demand Trading 101 is written for brand new beginner traders who wish to be a self-directed investor and trading and do trading on their own. The best way to learn supply and demand trading is by actually learning it the right way from the start. There are a lot of tips and tricks in the book that can help a beginner cut down their learning curve and get them making real money right away. When you have completed the reading of this entire book you will have an understanding of what a brand new self-directed beginner trading needs to know to make an unlimited income from trading the financial markets and how and where to get further information and even mentoring to help you to expedite your learning curve so you can begin making money right away.

Escape from the everyday stresses in your life and unwind with Chromalaxing, Kaleidoscope Series, Adult Coloring Book #1. The first book in this great new series. Forty intricately and delightfully designed images. Printed one side per page. The reverse side includes the image number so you can leave your thoughts and specific feedback for us per image. Your finished work may be suitable for framing or gift giving. Our website (<http://www.chromalaxing.com>) features fun art contests. Enter today and show us your masterpiece for a chance to win great prizes. Vote for your favorites too. Our designs offer a pleasing variety in image complexity suitable for beginner to expert-level. Provides unlimited hours of relaxing stress relief, as well as an enjoyable artistic outlet. Tap into the soothing and rejuvenating effects that coloring has been shown to produce. Join countless adults all over the world and rediscover the fun and relaxing hobby of coloring. Grab your pencils, pens... relax and explore your creative side today.

A brief, but, elegant, & interesting story about a young woman, new African American flight attendant, entering the job as a scab breaker, during a strike. Hired on the spot, during an intensive interview and trained in Miami, Florida. She leaves a job from the steel industry wearing a hard hat, work uniform, and steel toed shoes, and takes on the elegance of wearing a flight attendant uniform, graceful cap, and high heel shoes. Flying across the country with a secret plan to make large amounts of money doing the wrong thing. But, somehow, her plan works. She begins a relationship with a secret service agent, he hires her, and keeps her out of trouble, and she becomes one of the largest drug/money carriers in the USA-legally. She has fun. But every plan has a beginning, a middle, and an end.

101 Sample Write-Ups for Documenting Employee Performance Problems A Guide to Progressive Discipline and Termination

Life is full of challenges. There are times when you will feel like you've done everything to the best of your ability, but in the end, it still didn't work. Have you ever wondered why? Was it because life is unfair, or was it because you were actually "expecting the worst"? Have you considered expecting the best instead? You may think, "Of course, I considered great things to happen!," but science says otherwise. People who are preparing for something are found to be thinking more of the bad things that could happen than the positive outcomes. More often than not, thinking about unfortunate events actually make it happen. Hoping that you will not be late for a meeting will cause you to be late. Thinking of saying a complex sentence inappropriately actually makes you tongue-tied. Do you know why? It is because your thoughts have the power to change things and events. In this book, you will learn how to master positive thinking by learning about the power of thought and the Law of Attraction. With these core principles, this book will teach you ways on how to think positively by hacking your body, your speech, and your actions. You will know about scientific studies that proved the benefits of positive thinking. You will also be introduced to the successful life teachers who used positivity to become successful. Finally, you will be provided with step-by-step guides on how you can do it yourself. You are on your way to becoming a positive person who will enjoy living a good life by spreading the positive vibrations to the world! After downloading this book you will learn... Chapter 1: The Power of Thought Chapter 2: Mind over Body: The Power of Expectation Chapter 3: Mind over Matter: The Power of Intention Chapter 4: Mind over Society: The Power of Mental Communication Chapter 5: The Law of Attraction Chapter 6: Become a Positive Thinker: Start with Your Body Chapter 7: Become a Positive Speaker Chapter 8: Become a Positive Doer And Much, much more!

Judith's marriage to Adam is failing fast. Despite her best efforts, his attention is entirely taken up by his law practice while her existence-if he remembers it-is merely something to criticize. Thankfully, Judith has an antique shop and her best friend and business partner, Susan, to keep her focused on the good things in life. Tired of being overlooked and undervalued, Judith decides to leave her husband and reconnect with herself as a single woman rather than as Adam's wife. Soon, Judith's world expands to include a support group of women also facing divorce. Slowly learning to extend to herself the same compassion she offers her friends, Judith begins to rediscover her own value as a person and as a woman. And her efforts don't go unnoticed. While Judith rebuilds her life, with the encouragement of her growing circle of friends, a secret admirer starts leaving thoughtful gifts on her doorstep-which she begins to hope will lead to a face-to-face meeting. A celebration of friendship and love, where every character counts, "The Things That Fall Away" is an insightful story that brings to light the beauty of everyday things and the wonder of being truly cherished.

Two things never change. First, most people have a dream. We want to change the world, to succeed, or to build something that's never been seen before. In addition, we are already feeling the hustle and bustle of life. As a result, many people have given up on their dreams. They've accepted the life of the "good enough." "Nuggets of Gold" is designed to motivate the person "on the go" while never slowing him or her down. It has 101 chapters, each with a nugget of wisdom and a short write-up about it. The reader can complete an entire chapter very quickly and then get on with his or her day.

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