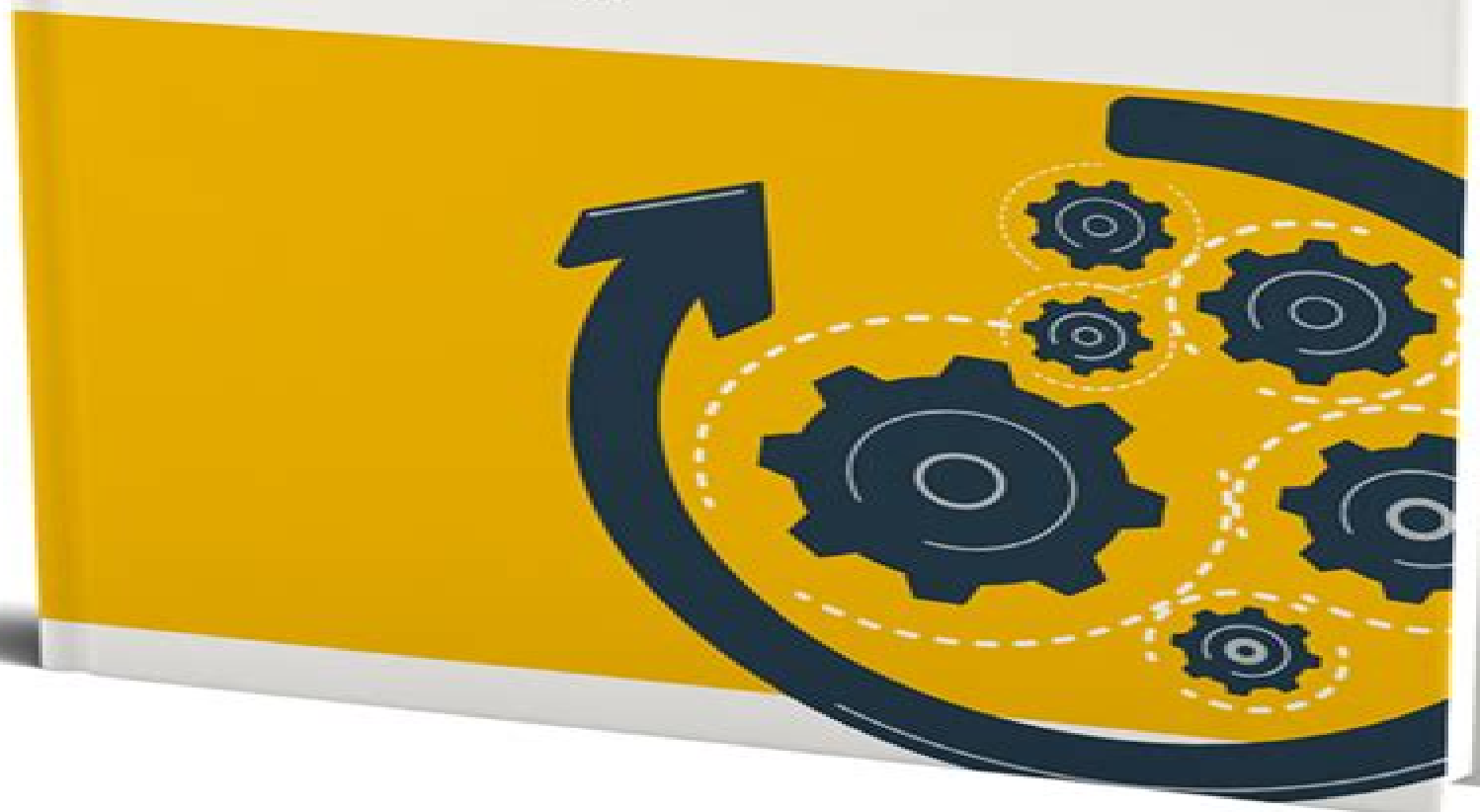




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PRODUCTIVITY
A 5-STEP DAY PLANNER



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criteria include a focus on an organization's business ethics and governance systems. It asks how a company plans to stay operational during an emergency event such as a terrorist act or a natural disaster. In total there are now 33 Areas to address in the 2005 criteria including an increased focus on leadership, strategic planning, measurement, analysis, knowledge management, process management, and business results. The new 14th edition of the Baldrige Award Winning Quality addresses these changes for 2005 and helps you understand what the criteria are. Written in an easy-to-read format by one of the best known authorities on the Baldrige criteria, Mark Graham Brown, it continues to be the most recognized reference in the field. The book provides a clear and concise explanation on how to prepare for a site visit, its purpose, what the Baldrige examiner looks for, and the questions typically asked during a visit. *The Complete Idiot's Guide to Microsoft Office 97* Joe Kraynak, 1998. You're a smart person who wants to stay ahead in the corporate world. You know that using Office 97 is what you need to do, but that could mean struggling through piles of technical manuals. Push aside those overweight books. The Complete Idiot's Guide to Microsoft Office 97, Second Edition, feeds you a low-fat diet of Office 97 that's easy to swallow and easy to digest. Its lighthearted approach is perfect for new and experienced users who need to quickly take advantage of the best that Office 97 has to offer. So bypass fat-heavy books. Learning to be productive and efficient in Office will be a breeze. **Field & Stream**, 1990-02. FIELD STREAM, America's largest outdoor sports magazine, celebrates the outdoor experience with great stories, compelling photography, and sound advice while honoring the traditions hunters and fishermen have passed down for generations.

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