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Stephen R. Londergan Pat Freeland

Lotus Notes 5 For Dummies

Kerry Gleeson



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The Personal Efficiency Program Kerry Gleeson,2003-11-21 How to be more organized and productive at work and have more fun doing it In the decade since the publication of first edition of this international bestseller Kerry Gleeson s famed Personal Efficiency Program PEP has revolutionized the work lives of more than a half million people worldwide With increasing pressure to produce with far less support than at any time in the recent past the techniques herein are more timely than ever The program helps readers conquer the daily stream of interruptions and paperwork to manage tasks and time effectively This Third Edition features expanded coverage of how to get more done in teams including tips on managing

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