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Is your desktop a paragon of neatness, or is it overflowing with so many icons that you're scared to look at it? If you've been putting off getting organized because the task is too huge or daunting, or you don't know where to start, we've got 40 tips to get you on the path to zen mastery of your digital filing system.

Zen and the Art of File and Folder Organization - How-To Geek

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Garr Reynolds is the best-selling author of Presentation Zen, Presentation Zen Design, and The Naked Presenter, and a leading authority on presentation design and delivery. A sought-after speaker and consultant, his clients include many in the Fortune 500. A writer, designer, and musician, he is currently Associate Professor of Management at Kansai Gaidai University in Japan.

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Kaizen (æ"1â–,,) is the Japanese word for "improvement". In business, kaizen refers to activities that continuously improve all functions and involve all employees from the CEO to the assembly line workers. It also applies to processes, such as purchasing and logistics, that cross organizational boundaries into the supply chain. It has been applied in healthcare, psychotherapy, life-coaching ...

Kaizen - Wikipedia

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