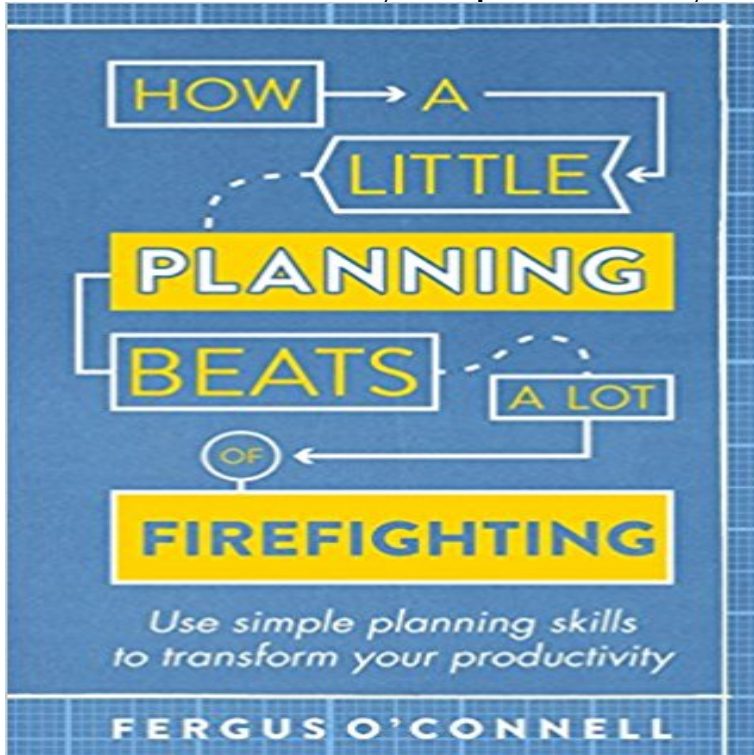


How a Little Planning Beats a Lot of Firefighting: Use simple planning skills to transform your productivity



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