

WORK SMARTER WITH **SPEED** READING

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Pasquale De Marco



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Work Smarter With Speed Reading: Teach Yourself Tina Konstant, 2010-02-24 Speed reading is about reading and being able to recall more written information in less time Work Smarter with Speed Reading is a practical guide to effective speed reading It includes tools and information on a variety of reading and memory techniques including a five step strategy that will enable you to read any non fiction material easily It Allows you to start using and practising the techniques as you read Offers a selection of techniques so you can choose the ones that suit you best Teaches you how to read effectively under pressure Helps you to concentrate in noisy and distracting environments NOT GOT MUCH TIME One five and ten minute introductions to key principles to get you started AUTHOR INSIGHTS Lots of instant help with common problems and quick tips for success based on the author s many years of experience TEST YOURSELF Tests in the book and online to keep track of your progress EXTEND YOUR KNOWLEDGE Extra online articles at www.teachyourself.com to give you a richer understanding of speed reading and time saving techniques TRY THIS Innovative exercises illustrate what you ve learnt and how to use it ABA Journal ,1983-10 The ABA Journal serves the legal profession Qualified recipients are lawyers and judges law students law librarians and associate members of the American Bar Association *Kiplinger's Personal Finance* ,1983-01 The most trustworthy source of information available today on savings and investments taxes money management home ownership and many other personal finance topics **Speed Reading** Tina Konstant, 2003 This text aims to present an easy to use and authoritative speed reading course for students business people and the interested reader Its practical hands on approach and general subject coverage aim to make this specialized skill accessible to all **Sams Teach Yourself SAP in 24 Hours** George D. Anderson, 2011-05-24 Thoroughly Updated and Expanded Includes New Coverage on Cloud Computing for SAP In just 24 sessions of one hour or less you ll master the latest updates on SAP and discover how to succeed with it in real business and technical environments Using this book s straightforward step by step approach you ll learn through practical hands on examples and case studies based on SAP s free demonstration software Each lesson builds on what you ve already learned giving you a strong real world foundation with both the business and technical sides of SAP Leading SAP architect and consultant George Anderson starts with the absolute basics thoroughly covers core business reporting and administration tasks and takes you all the way to the cutting edge including how the cloud might be used to support SAP environments Step by Step instructions carefully walk you through the most common SAP tasks Quizzes and Exercises at the end of each chapter help you test your knowledge By the Way notes present interesting information related to the discussion Did You Know tips offer advice or show you easier ways to perform tasks Watch Out cautions alert you to possible problems and give you advice on how to avoid them Learn how to Integrate various cloud resources into your current day SAP environments Understand SAP applications components and architecture Obtain and install the trial version of SAP step by step Use NetWeaver SAP ERP the SAP Business Suite and other SAP applications Select an access method

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using and practicing the techniques right away as you read The book also offers a selection of techniques so you can choose the ones that suit you best One five and ten minute introductions to key principles to get you started Lots of instant help with common problems and quick tips for success based on the author s many years of experience Tests in the book and online to keep track of your progress Extra online articles at www.teachyourself.com to give you a richer understanding of speed reading and time saving techniques Teaches the basics of speed reading in less than an hour Follows a unique five step system to help you increase your speed effectively Topics include Introduction The Five Step Reading System Speed Reeding It s All in the Words Developing Your Vocabulary Concentration Memory A Book is a Book is a Book Your Eyes and Effective Reading Distractions and Solutions Real World Reading Working and Studying for a Living Useful Information and Speed Practice Test What s Next

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