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Allen 5 Lessons
from "The
Productivity
Project" by Chris
Bailey The Art of

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Productivity: Your
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by Author Jim

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Leadership

Audiobook) \ "The
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Message 12 BOOKS
for productivity and
self improvement ☐☐

The Productivity
Project:

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More by Managing
Your Time by Chris
Bailey (AudioBook)

~~The Productivity
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How I Stopped

Procrastinating In

College | tips for

PRODUCTIVITY A

Method To x100

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Robin Sharma How
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How to Create a
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(and Stick to It
Long-Term) The
most overlooked
way to be more
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manage my time.
(as a millionaire) 6
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Completely
Changed My Life
Getting Things
Done (GTD) by
David Allen -
Animated Book
Summary And
Review The Art of
Stress-Free
Productivity: David
Allen at TEDxClare
montColleges 5
Must-Read
Productivity Books

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(Essential Reading List) How To Be A Productivity Ninja | Graham Allcott | Talks at Google
MAKE TIME by Jake Knapp and John Zeratsky | Core Message The Best Book for 24 Hours of Productivity
Must-Read Productivity Books
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Luba UNLIMITED
MEMORY by Kevin
Horsley | Core

Message The Most
Productive Way to
Read Books How To
Be A Productivity

Use background
noise to block out
annoying noises
and distractions.

Constant

background noise
such as white, pink

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or brown noise but also natural noises such as the sound of rain or a river can help you to stay focused and boost your productivity. Use tools like Noisli. Turn off the TV or radio.

4 Ways to Be
Productive -

Page 12/87

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WikiHow

In a workplace context, productivity could be defined as the amount of work (or output) that an employee produces during their shift (their input). So put simply, the productivity of a baker could be measured by how

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many items they
bake during their
shift. There is a
simple formula that
is often used in
businesses:

$$\text{Productivity} = \text{output} \div \text{input}$$

What Is
Productivity & How
To Measure It | AXA
Health

Attention to all

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Levels. Attention should be given to all levels of a business.

Productivity interventions can be targeted at multiple levels – from supporting changes at the top of an organisation to employee-centred interventions which

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enable individuals to be their most productive self. Get to grips with measurement.

Productivity - PwC
UK

Thankfully there is a better way: The Way of the Productivity Ninja. Using techniques including

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To Be A
Productivity
Ninja

Ruthlessness,
Mindfulness, Zen-
like Calm and
Stealth &
Camouflage you
will get your inbox
down to zero, make
the most of your
attention, beat
procrastination and
learn to work
smarter, not
harder.

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How to Be a
Productivity Ninja:
Worry Less,
Achieve More ...

In its simplest form, $\text{Output} \div \text{Input} = \text{Productivity}$. For example, you have two salespeople each making 10 calls on customers per week. The first one averages 2

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sales per week and the second one averages 3 sales per week. By plugging in the numbers we get the following productivity levels for each sales person.

14 Ideas on How to Measure Productivity to

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Make Incredible ...

Productivity is influenced by internal and external factors. If you didn't get a good night's sleep and devoured a bacon cheeseburger for lunch, you're probably going to feel sluggish ...

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5 Productivity Trends That Are Taking The Lead Right Now

To compare the productivity numbers against a benchmark, you can compare the current productivity with the standard amount of effort needed for the

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same output.

Divide the standard labor hours by the actual amount of time worked and multiply by 100.

The closer the final number is to 100, the more effective your employees are.

How to Calculate
Workplace

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Productivity |

Smartsheet

Productivity

Ninja
consultants must
embody the skills
that they hope to
teach others.

Become organized
in your personal
life by de-cluttering
and simplifying the
systems and tasks
that you use every
day. File paperwork

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and receipts quickly, never leave things laying around, and organize your workspace and home to be as clean and neat as possible.

[4 Ways to Be a Productivity Consultant - wikiHow](#)

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Research shows that there is a significant gap between how leaders and employees view productivity within their companies. New research from Citrix, a software provider that offers digital workspace technology, shows a disparity

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between the
perceived
productivity levels
of employees and
employers at
organisations.

"Serious change"
must occur to
boost productivity
levels ...

Thankfully there is
a better way: The
Way of the

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To Be A
Productivity
Ninja

Productivity Ninja.
Using techniques
including
Ruthlessness,
Mindfulness, Zen-
like Calm and
Stealth &
Camouflage you
will get your inbox
down to zero, make
the most of your
attention, beat
procrastination and
learn to work

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smarter, not
harder.

Productivity

Ninja

How To Be A

Productivity Ninja

by Graham Allcott

Go to [http://square
space.com](http://square
space.com) for a
free trial, and when
you're ready to
launch, go to [http://
squarespace.com/
mattdavella](http://
squarespace.com/
mattdavella) to
save 10% off your

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first purchase ...

Productivity Ninja How to Become a Productivity Master - YouTube

The main
productivity =
profit
measurement is
the "team
effectiveness
ratio", which
measures how
much gross profit

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the company earns
for every dollar
spent on salary.

This can be better
than measuring
profit against time
as the goal is to get
your team to work
smarter, not
longer. Strategy 6:
The "Getting Shit
Done" Strategy

8 Simple Strategies

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For Measuring
Productivity at Your
Company

Thankfully there is a better way: The Way of the Productivity Ninja. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage you

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will get your inbox
down to zero, make
the most of your
attention, beat
procrastination and
learn to work
smarter, not
harder.

How to be a
Productivity Ninja:
Worry Less,
Achieve More ...
Productivity Score

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is about
discovering new
ways of working,
providing your
people with great
collaboration and
technology
experiences. It
focuses on
actionable insights
about the ways in
which people and
teams are using
the tools so you

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To Be A
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Ninja
can make
improvements or
provide training to
further your digital
transformation.

Power your digital
transformation with
insights from ...

'Graham Allcott
presents
productivity
solutions for all
manner of

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situations. How to
be a Productivity
Ninja can help you
get more done with
more fun!' Tony
Hsieh, CEO of
Zappos.com and
New York Times
best-selling author
of Delivering
Happiness 'All the
tips and techniques
you need to stay
calm, get through

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To Be A
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Ninja

your tasks, make
the most of your
time and stop
procrastinating.

How to be a
Productivity Ninja
2019 UPDATED
EDITION by ...

Learn how to
overcome
information
overload by
managing

Where To Download How

attention, rather
than time. Learn
and implement the
4 key elements of
the CORD Model

to increase
productivity and
reduce stress
Download the
Session Overview
Avoid Distraction,
Get Your Best Work
Done and Make
Space for What

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Productivity

Time Management
Workshop - How to
be a Productivity
Ninja

Having too many folders is bad for productivity because it creates unnecessary thinking work. Most people do not trust their Outlook or

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other computer program to help them retrieve messages and therefore set up lots of folders, each with very specific themes, to try to ensure they trust their folders.

How to Be an Email
Productivity Ninja -
CMI

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Using work time to exercise may actually help improve productivity, according to a study published in the Journal of Occupational and Environmental Medicine. If possible, build in set times during...

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Ninja
World-leading
productivity expert
Graham Allcott's
business bible is
given a complete
update for 2019.
Do you waste too
much time on your
phone? Scroll
through Twitter or
Instagram when
you should be

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getting down to
your real tasks? Is
your attention
easily distracted?
We've got the
solution: The Way
of the Productivity
Ninja. In the age of
information
overload,
traditional time
management
techniques simply
don't cut it

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any more. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage, this fully revised new edition of How to be a Productivity Ninja offers a fun and accessible guide to working

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Smarter, getting
more done and
learning to love
what you do again.

Is your inbox
overloaded? Feel
like your email is
controlling your
life? You need the
ninja way of email
management! In
this short ebook,
an edited extract

Where To Download How

from Graham
Allcott's acclaimed
How to be a
Productivity
Ninja

Productivity Ninja,
you'll learn the
simple skills to get
your inbox down to
zero - and keep it
there, day after
day. Following
Allcott's
straightforward
advice, anyone -
from a student to a

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Chief Executive -
can keep on top of
their messages and
feel in command,
calm and up to
date. You'll learn to
be ruthless, to
separate thinking
from doing, and
how to make your
email inbox work
for you - and not
the other way
around!

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In the age of
information
Productivity
Ninja
overload,
traditional time
management
techniques simply
don't cut it when it
comes to
overflowing
inboxes, ever-
expanding to-do
lists and endless,
pointless meetings.

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Thankfully there is a better way: The Way of the Productivity Ninja. Using techniques including Ruthlessness, Mindfulness, Zen-like Calm and Stealth & Camouflage you will get your inbox down to zero, make the most of your

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attention, beat
procrastination and
learn to work
smarter, not
harder. Written by
one of the world's
foremost
productivity
experts, How to be
a Productivity Ninja
is a fun, accessible
and practical guide
to staying cool,
calm and collected,

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To Do A more done,
and learning to
love your work
again. Since 2009,
when they were
founded by best-
selling author
Graham Allcott,
Think Productive's
range of practical,
human and straight
to the point
workshops have
been transforming

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the productivity of leading companies and organizations around the world. Think Productive are passionate about Productivity. Their Productivity Ninjas (that's what they call their coaches) deliver workshops, practical coaching and consultancy to

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To help people get more done, with less stress. Think Productive Ninja structure their sessions to include workshop-room time as well as at-desk coaching. So on 'Getting Your Inbox to Zero' for example, people actually GET their inboxes to zero by

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the end of the 3 hours - not just talk about it. They offer an email follow-up service to help make sure the learning sticks and are available on email to answer follow-up questions. The Ninjas know all the best tips and tricks for Outlook, Gmail,

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PC, Mac, iPad, pen and
paper, iPhone,
Android and
whatever else you
might use!

"All the tips and
techniques you
need to stay calm,
get through your
tasks, make the
most of your time
and stop
procrastinating. It's

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fun, easy to follow
and practical--and
may just be the
kick up the bottom
you need

--"Closer" When it
comes to
overflowing
inboxes, ever-
expanding to-do
lists, and endless
meetings,
traditional time-
management

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techniques--like those in bestselling books by David Allen or Dominic Wolff-- simply don't cut it in the age of information overload Thankfully there's a better way. Graham Allcott, founder of one of the United Kingdom's most prominent

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productivity
workshop
companies, Think
Productive (thinkpr
oductive.com),
presents "How to
be a Productivity
Ninja," his
brilliant--and
originally self-
published--guide to
cutting through the
procrastination,
getting more done,

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and enjoying your work and your life more as a result.

Using techniques including

Ruthlessness,
Mindfulness, Zen-like Calm, and
Stealth and

Camouflage, you will get your inbox down to zero, maximize your attention span, and

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To Be A
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Learn work smarter,
not harder. Think
Productive is
quickly expanding
throughout the
world, with a
Canadian branch
now up and
running. It is
anticipated that
2015 will see the
launch of Think
Productive US.
Watch Graham

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explain the nine steps to becoming a Productivity Ninja at bit.ly/ninjaway and read a free sample at bit.ly/ninjaextract. Graham Allcott is a productivity trainer, social entrepreneur, and founder of Think Productive, which runs public

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productivity
workshops
throughout the
world and has run
in-house
workshops for staff
at organizations
including the Bill &
Melinda Gates
Foundation,
American Express,
JP Morgan,
Amazon, eBay,
PayPal, and

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GlaxoSmithKline.

Productivity Ninja

For many modern professionals, remaining electronically connected at nearly all times is the norm. And dealing with these constant distractions—from email, social media, apps, and

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so on-can wreak havoc on our ability to focus. In Cal Newport's 2016 book, *Deep Work*, he shares strategies for regaining your ability to focus on a task without distraction. This audiobook summary distills some of the most

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poignant lessons
from Deep Work
into quick, easily
digestible tips.

Tune in to learn
how to enhance
your productivity-
and get more out
of your spare time-
though focused,
deep work. Note:
This audiobook
summary was
produced by

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Blinkist. We are pleased to host this content in our library.

If you want to know what it takes to be REALLY productive, read this. It's not just about to-do lists and managing your emails - it's about productivity you can really feel

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and a getting a
better quality of
life.

To Be A Productivity Ninja

In the world of smartphones, instant internet access and on-demand documentaries, studying should be easier than ever. Yet all this background noise

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can make us unfocused and inefficient learners. So how can you cut through the distractions and get back to productive, rewarding learning? Four little words: Think like a Ninja. Paralysed by procrastination? Harness some

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Ninja Focus to get things started. Overwhelmed by exam nerves? You need some Zen-like Calm to turn those butterflies into steely focus. Surrounded by too many scrappy notes and unfinished to-do lists? Get Weapon-savvy with the

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Latest organizational technology. With nine Ninja techniques to learn, there is a solution here for everyone who wants to learn better – and they don't involve giving up the rest of your life. Written by one of the world's

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foremost
productivity
experts, How to be
a Study Ninja is a
fun, accessible and
practical guide on
how to get the
most out of your
studying and love
the quest for
knowledge again.

Today's worker is
empowered and

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Intelligent, and no longer can you expect overbearing, high-pressure management tactics to improve performance. In the modern workplace, managers are discovering that they must work in partnership with

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their employees,
providing them
with the tools they
need for success
by first determining
exactly what those
tools are. How to
Be a Great Coach
provides
guidelines, best
practices, and
state-of-the-art
approaches for
working with,

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Instead of against,
your employees,
boosting their
motivation,
performance, and
productivity. This
results-focused
book examines 24
innovative and
proven approaches
for getting the best
efforts from your
employees by
giving your best,

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and earning their respect by first learning how to:

Solicit their opinions-and take them seriously Be willing to take the hit for your own mistakes Ask targeted questions and patiently await answers

Communicate your willingness to hear

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complaints Foster
independence, not
subservience

Explain your
expectations
clearly Always
advocate for your
employees When
your employees do
well, you do well.

Learn all about
today's most
effective coaching
methods--what

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they are, how they work, and how you can use them to dramatically improve the performance of your employees--in the focused, hands-on leadership guide *How to Be a Great Coach*.

A fresh, personal, and entertaining

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To Do A
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exploration of a topic that concerns all of us: how to be more productive at work and in every facet of our lives. Chris Bailey turned down lucrative job offers to pursue a lifelong dream—to spend a year performing a deep dive experiment into the pursuit of

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productivity, a subject he had been enamored with since he was a teenager. After obtaining his business degree, he created a blog to chronicle a year-long series of productivity experiments he conducted on himself, where he

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also continued his research and interviews with some of the world's foremost experts, from Charles Duhigg to David Allen. Among the experiments that he tackled: Bailey went several weeks with getting by on little to no sleep; he cut out caffeine

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and sugar; he lived in total isolation for 10 days; he used his smartphone for just an hour a day for three months; he gained ten pounds of muscle mass; he stretched his work week to 90 hours; a late riser, he got up at 5:30 every morning for three

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months—all the while monitoring the impact of his experiments on the quality and quantity of his work. The Productivity Project—and the lessons Chris learned—are the result of that year-long journey.

Among the
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counterintuitive insights Chris Bailey will teach you: · slowing down to work more deliberately; · shrinking or eliminating the unimportant; · the rule of three; · striving for imperfection; · scheduling less time for important

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tasks; · the 20
second rule to
distract yourself
from the inevitable
distractions; · and
the concept of
productive
procrastination. In
an eye-opening
and thoroughly
engaging read,
Bailey offers a
treasure trove of
insights and over

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25 best practices
that will help you
accomplish more.

To Do A
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The need to be more productive is the bane of any executive or manager—both at work and at home—but this doesn't have to be a problem anymore. This book

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introduces nine habits that can turn procrastination into productivity and the pain of overburden into the pleasure of achievement. Ben Elijah offers a tool to help turn ideas into action, make the best use of time, make

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decisions more quickly, manage projects, achieve goals or just get tasks done. And what's more his tools will quickly turn into habits so you will feel things get done automatically. The book is packed full of tips, hints, diagrams and

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anecdotes and
each habit is
explained simply,
with a cue, an
action and a
reward.

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