

# 101 Sample Write Ups For Documenting Employee Performance Problems A Guide To Progressive Discipline Termination

#1 New York Times Bestseller Legendary venture capitalist John Doerr reveals how the goal-setting system of Objectives and Key Results (OKRs) has helped tech giants from Intel to Google achieve explosive growth—and how it can help any organization thrive. In the fall of 1999, John Doerr met with the founders of a start-up whom he'd just given \$12.5 million, the biggest investment of his career. Larry Page and Sergey Brin had amazing technology, entrepreneurial energy, and sky-high ambitions, but no real business plan. For Google to change the world (or even to survive), Page and Brin had to learn how to make tough choices on priorities while keeping their team on track. They'd have to know when to pull the plug on losing propositions, to fail fast. And they needed timely, relevant data to track their progress—to measure what mattered. Doerr taught them about a proven approach to operating excellence: Objectives and Key Results. He had first discovered OKRs in the 1970s as an engineer at Intel, where the legendary Andy Grove ("the greatest manager of his or any era") drove the best-run company Doerr had ever seen. Later, as a venture capitalist, Doerr shared Grove's brainchild with more than fifty companies. Wherever the process was faithfully practiced, it worked. In this goal-setting system, objectives define what we

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seek to achieve; key results are how those top-priority goals will be attained with specific, measurable actions within a set time frame. Everyone's goals, from entry level to CEO, are transparent to the entire organization. The benefits are profound. OKRs surface an organization's most important work. They focus effort and foster coordination. They keep employees on track. They link objectives across silos to unify and strengthen the entire company. Along the way, OKRs enhance workplace satisfaction and boost retention. In *Measure What Matters*, Doerr shares a broad range of first-person, behind-the-scenes case studies, with narrators including Bono and Bill Gates, to demonstrate the focus, agility, and explosive growth that OKRs have spurred at so many great organizations. This book will help a new generation of leaders capture the same magic.

Two things never change. First, most people have a dream. We want to change the world, to succeed, or to build something that's never been seen before. In addition, we are already feeling the hustle and bustle of life. As a result, many people have given up on their dreams. They've accepted the life of the "good enough." "Nuggets of Gold" is designed to motivate the person "on the go" while never slowing him or her down. It has 101 chapters, each with a nugget of wisdom and a short write-up about it. The reader can complete an entire chapter very quickly and then get on with his or her day.

101 stimulant puzzles along with all the answers and high quality paper prints for adults, stimulate puzzles with 20 overlapping words. Search terms include animals, flowers, fruits, simple words and some tough ones for

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adults. You to improve their vocabulary. Time of entertainment to stimulate the brain for adults find and circle the words.

There's no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager's fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process from beginning to end and provides ready-to-use model documents—in print and on disk—that eliminate the stress and second-guessing about what to do and say. Expertly written, the write-ups cover every kind of problem—substandard work quality, absenteeism, insubordination, e-mail misuse, sexual harassment, drug or alcohol abuse, and more. Readers will also find new information on laying the ground work for a tidy dismissal; tying progressive discipline to annual performance reviews; formally addressing intermittent FMLA abuse; ways to avoid drafting documentation that could later be used against their company; and much more. There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem, but this one-of-a-kind guide helps managers handle any scenario fairly, constructively, and, most importantly—legally.

Since the Civil War ended eighteen years ago, Eristead has been a place of peace thanks to Meredith, the ambassador between the realms. After her untimely

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death, war threatens to break out once again over the land. Her son, Adaam, is the only chance Eristead has to prevent the next war. He must travel the land, hunting down the eight godstones, and use them to bring his mother back to life. But his mother's killer is still out there, and unbeknownst to him, so are other perilous creatures. During his travels, he will learn the secret behind the stones that were forged by the gods, and uncover something larger than he could ever imagine. The Mood Journal is designed to help you trace and monitor your feelings -- and if you stick to it and use it correctly, you can begin to get around your own defenses. This may not feel good at first, but the benefit is that after a few weeks you become more aware of your feelings and the things that upset you -- one of the first steps in overcoming depression. -Product Measures: 6" x 9"(15.24x 22.86 cm) -Cover: Durable Matte Paperback. Binding: Professional grade binding (Paper back retail standard) -100 pages of dense white paper to reduces ink bleed-through This will make the perfect gift for friends and families Get Your Copy Today!

This is a coloring and cursive writing book. It teaches young children how to make cursive letters while teaching them the alphabet. There is plenty of room for them to practice writing their friends names as well as just writing some silly words. They can write and color in this book and personalize it.

The Verse Mapping Bible Study Journal allows you to verse map and journey through Scripture at any pace and through any season. Follow a suggested topical map journey or plot your own Bible passages as you study

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Scripture in the Verse Mapping Bible or your favorite Bible.

More than 100,000 copies sold! Every harried interviewer knows the result of throwing out vague questions to potential employees: vague answers and potentially disastrous hiring decisions.

Presented in a handy question-and-answer format, *96 Great Interview Questions to Ask Before You Hire* provides readers with the tools they need to elicit honest and complete information from job candidates, plus helpful hints on interpreting the responses. The book gives interviewers everything they need to: identify high-performance job candidates • probe beyond superficial answers • spot “red flags” indicating evasions or untruths • get references to provide real information • negotiate job offers to attract winners. Included in this revised and updated edition are new material on background checks, specific challenges posed by the up-and-coming millennial generation, and ideas for reinventing the employment application to gather more in-depth information than ever before. Packed with insightful questions, this book serves as a ready reference for both managers and human resources professionals alike.

Have you always wanted to write a book but, just never get around to it? Do you lack confidence in yourself as a writer? Need inspiration? *How to Write a Book in a Week ( A Writer's Guide to Meeting a*

Deadline ) is the answer to all of these questions and more.

David, Rebecca, Karter, Adara, and Ethan are five extraordinary teenagers who have all been through the tribulations, and heartaches that life has to offer. Everything though drastically changes for the better in their lives the day they encounter Avram the Great from the seventh dimension, who bestows to them supernatural powers through the help of the five Garva stones. The five of them have been predestined by Avram to unite as a group, and to nurture their powers for the next seven years to come. It is up to The Tenacious Five to protect earth, and all of mankind from the sinister Zeviathan, and his fleet of dark-hellion-demons the Nephilim's.

Walt Johnson has been a rolling stone most of his life, moving from town to town and living on the edges of homelessness. Now he has run out of time as lung cancer has left him only months to live. Walt then begins a quest to find the son with whom he lost contact decades earlier. Out of money, he lands a job at a small-town restaurant in an attempt to save enough to buy a bus ticket to the last known whereabouts of his son. The friends Walt makes at his new job soon become family for him, especially 14-year-old Danny who is emotionally paralyzed at the loss of his own father in Iraq. Faced with Danny's struggles to grow up and the struggles of his other new friends, Walt comes to realize he is not

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only on a journey to find his own son, but he is on a journey to find himself worthy of being a father.

"Me and E: A Baseball Odyssey is a reflection on parenting a highly skilled, nationally-ranked and difficult baseball prodigy, told through the author's eyes as he witnessed and participated in the successes and failures of his son playing baseball and growing up in Central Florida. It deals with the changing world of competitive youth sports, over-involved parents, fanatical coaches, the hypocrisies inherent in high school athletics, the college recruiting process and how we teach our kids to grow up and become decent human beings - despite ourselves. It involves well-known sports figures as well as local sports icons with traits and characteristics that everyone will recognize. It's a book about flawed parenting, about living vicariously through a gifted child and learning, finally, that being a good father is as much about letting go as it is about being there. Call it Moneyball meets Everything I Know I Learned in Kindergarten.

Managers may dread dealing with performance problems, but this sanity-saving guide by HR expert Paul Falcone is here to help. Revised to reflect the latest developments in employment law, the third edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process and provides ready-to-use documents that eliminate the stress and second-

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guessing about what to do and say. These expertly crafted, easily customizable write-ups address: Absenteeism Insubordination Sexual harassment Drug or alcohol abuse Substandard work Email and phone misuse Teamwork issues Managerial misconduct Confidentiality breaches Social media abuse And more With a focus on getting employees back on track, each sample document includes an incident description, a performance improvement plan, outcomes and consequences, and a section for employee rebuttal. Whether you're addressing an initial infraction or handling termination-worthy transgressions, this trusted resource ensures every encounter remains clear, fair, and-most importantly-legal.

"Write right - right now - the book by Walter M. Perkins is entertaining and informative for anyone who has ever wanted to write AND publish a book but did not know the steps. The book is broken into easy-to-understand components. Perkins emphasizes the business aspects of writing a book and sheds light on issues such as doing business with graphic designers, agents, publishers, and printers"-- Taken from Amazon.com November 7, 2014.

Supply and demand trading is not rocket science and no one owns it or has a patent on it. The good news is that anyone can learn it, it is a simple market principle that has been in existence since there was



a market and it will always be the same principle till there is no more market which will be the end of days. The even better news is that you don't need an MBA or even a high school diploma to learn it and use it to make an unlimited income from trading. Using supply and demand is a no brainer and doesn't require years to learn it and use it. Supply and demand is the only way live markets work meaning for every buyer there has to be a seller and for every seller there has to be a buyer, it's that simple. Supply and Demand Trading 101 is written for brand new beginner traders who wish to be a self-directed investor and trading and do trading on their own. The best way to learn supply and demand trading is by actually learning it the right way from the start. There are a lot of tips and tricks in the book that can help a beginner cut down their learning curve and get them making real money right away. When you have completed the reading of this entire book you will have an understanding of what a brand new self-directed beginner trading needs to know to make an unlimited income from trading the financial markets and how and where to get further information and even mentoring to help you to expedite your learning curve so you can begin making money right away.

See faster results through everyday feedback. The Feedback Imperative: How to Give Everyday Feedback to Speed Up Your Team's Success reveals the hidden

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reasons why giving feedback to employees can be so difficult and yet so urgently needed in today's workplace, and provides the definitive steps for overcoming feedback avoidance and taking great leaps forward with employee engagement, retention, and performance. Anna Carroll applies her extensive research and expertise in business consulting and psychology to illustrate how brain science, generational trends, our information economy, limiting beliefs, and organizational culture collide in the new workplace, creating a huge gap between the supply and demand of helpful professional feedback. In her "Seven Steps to Everyday Feedback" and sixteen tools for self-assessment and planning, Carroll provides detailed instructions for leaders to execute a feedback turnaround that will quench their team members' thirst for helpful feedback and build a culture in which employee-to-leader and peer-to-peer feedback are welcome as well.

Life is full of challenges. There are times when you will feel like you've done everything to the best of your ability, but in the end, it still didn't work. Have you ever wondered why? Was it because life is unfair, or was it because you were actually "expecting the worst"? Have you considered expecting the best instead? You may think, "Of course, I considered great things to happen!," but science says otherwise. People who are preparing for something are found to be thinking more of the bad things that could happen than the positive outcomes. More often than not, thinking about unfortunate events actually make it happen. Hoping that you will not be late for a meeting will cause you to be late. Thinking of

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saying a complex sentence inappropriately actually makes you tongue-tied. Do you know why? It is because your thoughts have the power to change things and events. In this book, you will learn how to master positive thinking by learning about the power of thought and the Law of Attraction. With these core principles, this book will teach you ways on how to think positively by hacking your body, your speech, and your actions. You will know about scientific studies that proved the benefits of positive thinking. You will also be introduced to the successful life teachers who used positivity to become successful. Finally, you will be provided with step-by-step guides on how you can do it yourself. You are on your way to becoming a positive person who will enjoy living a good life by spreading the positive vibrations to the world! After downloading this book you will learn...

Chapter 1: The Power of Thought Chapter 2: Mind over Body: The Power of Expectation Chapter 3: Mind over Matter: The Power of Intention Chapter 4: Mind over Society: The Power of Mental Communication Chapter 5: The Law of Attraction Chapter 6: Become a Positive Thinker: Start with Your Body Chapter 7: Become a Positive Speaker Chapter 8: Become a Positive Doer And Much, much more!

Over 100,000 copies sold! Now with 20 all-new write-ups! Managers may dread dealing with performance problems, but this sanity-saving guide by HR expert Paul Falcone is here to help. Revised to reflect the latest developments in employment law, the third edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process

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and provides ready-to-use documents that eliminate the stress and second-guessing about what to do and say. These expertly crafted, easily customizable write-ups address: Absenteeism \* Insubordination \* Sexual harassment \* Drug or alcohol abuse \* Substandard work \* Email and phone misuse \* Teamwork issues \* Managerial misconduct \* Confidentiality breaches \* Social media abuse \* And more With a focus on getting employees back on track, each sample document includes an incident description, a performance improvement plan, outcomes and consequences, and a section for employee rebuttal. Whether you're addressing an initial infraction or handling termination-worthy transgressions, this trusted resource ensures every encounter remains clear, fair, and-most importantly-legal.

Become the writer you have always wanted to be! Pat is a writer, a writing coach and a publisher. As you read 'How to Write - Right!' you will see that is also a teacher - and so, your book and writing skill are waiting for you at the end of the book.

Home is where the heart is... Seven years after leaving town and the only girl he loved, Cooper still couldn't forget about Sophia. He had two loves. Music and the woman of his dreams. Coming back home proved that would always be true. But things have changed. Now he has to gain her trust again if he wants to make her all his. The question is, did he lose his chance the first time? Some things are hard to forget... Sophia tried to stop loving Cooper and failed miserably. Despite the way he'd abandoned her seven years earlier, she can't seem to

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stay away, even though trusting him doesn't prove easy. One careless night could change it all and the secret she carries may ruin any chance of them being together. They say life is all about taking chances. But when opportunities are lost and love comes knocking the second time around, lives are changed forever.

An insidious parasite is working its way through the suburbs of Washington, D.C. NITS follows the trail of a virulent outbreak of head lice as it wreaks havoc on the lives of a social climbing mother of a scholarship student, a buff young Latin teacher and a controlling do-gooder who is so consumed with exterminating the pest, people start calling her the "Lice Nazi." A social satire with bite, NITS explores the themes of class, ambition, and the unavoidable interconnectedness of modern life.

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A comprehensive resource of physical education games designed to help children in grades K-8 develop the skills important to performing a wide variety of team and lifetime sports.

He was famous for telling stories. He could always make the story interesting. He had a way of seeing the best or funniest of every situation. He wrote down over 180 of his best stories in his last few

years for all his family and friends. You will laugh, and relate to the stories of childhood, school years, and growing up during the depression. From his northern New Jersey, small town home he shares what it was like growing up in the 20's and 30's. From logging to working with horses, the stories provide a great view of the life style from that time period.

It is a huge misconception that veganism and building muscle are mutually exclusive. Society has taught us to believe that eating meat is correlated with being "macho" and you need it to build great muscle. Well that unfortunately might be a stereotype, but it is not a fact. When you have a plan and adjust accordingly, than getting great results on a vegan bodybuilding diet is just as easy as it would be with any other plan. And that is the purpose of this book. Inside, you will learn the trials and errors that vegans make when they start building muscle, and how to get optimal results out of a plant-powered diet. This book is not only centered around vegan bodybuilding but also covers vegan health benefits, supplements, bodybuilding recipes and saving money! Be prepared to feel great, have energy you never had before and make the best gains of your life!

Are your employees meeting their goals? Is their work improving over time? Understanding where your employees are succeeding—and falling short—is

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a pivotal part of ensuring you have the right talent to meet organizational objectives. In order to work with your people and effectively monitor their progress, you need a system in place. The HBR Guide to Performance Management provides a new multi-step, cyclical process to help you keep track of your employees' work, identify where they need to improve, and ensure they're growing with the organization. You'll learn to: Set clear employee goals that align with company objectives Monitor progress and check in regularly Close performance gaps Understand when to use performance analytics Create opportunities for growth, tailored to the individual Overcome and avoid burnout on your team Arm yourself with the advice you need to succeed on the job, with the most trusted brand in business. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

Whether you're addressing an initial infraction or handling termination-worthy transgressions, this trusted resource ensures every encounter remains clear, fair, and--most importantly--legal. --

101 Sample Write-Ups for Documenting Employee Performance ProblemsA Guide to Progressive Discipline and Termination

"If you're looking at this book, trust your instincts," says Jim Rauth founder of the Comedy College a standup comedy school located in Milwaukee and

Chicago. Jim has been teaching "Standup Comedy 101" for the last 19 years. Jim's students have appeared on HBO, Comedy Central, NBC's "Last Comic Standing", Jimmy Fallon, Conan O'Brien and more! Jim also has managed a comedy club and has produced over 600 comedy shows. "In the early years, I was producing an open mic in Chicago and in the same room we had TJ Miller, Kumail Nanjiani, Kyle Kinane, Nate Bargatze and Hanibal Burrell when they were starting their careers on a Tuesday," said Rauth. If you're looking to be funnier for the next party or you're heading for a national television gig, this workbook will get you there. It's worked for numerous Comedy College students who have made it to national television shows and others who make their living doing standup. The book is an easy read and the exercises are simple to follow. It's designed to help you get your comedy act together for your first comedy performance, and then to help you keep building your comedy career.

A well-crafted performance plan has the power to dramatically impact a company's bottom line by increasing efficiency and effectiveness in the workplace. This uniquely practical book provides a customizable appraisal template covering the essential areas of performance and conduct and reveals how you can adapt it to fit varying business strategies. Taking into account factors such as workforce composition, company growth stage, and



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organizational goals and challenges, The Performance Appraisal Tool Kit shows you how to: \*

- \* Profile ideal employee performance and behavior \*
- \* Design competencies that power performance, both at the individual and enterprise level \*
- \* Drive future change by setting your organization's strategic direction \*
- \* Retool the appraisal as needed to ratchet up expectations over time

Complete with model performance templates that make redesigning your current program simpler, this one-of-a-kind guide will help you create a dynamic appraisal system that's flexible and adaptable enough to accommodate market changes, revised priorities, and increasing productivity targets. This book is approved for HRCI Recertification Credit. See the SHRM store website for details.

A brief, but, elegant, & interesting story about a young woman, new African American flight attendant, entering the job as a scab breaker, during a strike. Hired on the spot, during an intensive interview and trained in Miami, Florida. She leaves a job from the steel industry wearing a hard hat, work uniform, and steel toed shoes, and takes on the elegance of wearing a flight attendant uniform, graceful cap, and high heel shoes. Flying across the country with a secret plan to make large amounts of money doing the wrong thing. But, somehow, her plan works. She begins a relationship with a secret service agent, he hires her, and keeps her out of

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trouble, and she becomes one of the largest drug/money carriers in the USA-legally. She has fun. But every plan has a beginning, a middle, and an end. "A highly motivational resource." The Midwest Book Review At some point in their career, all writers experience either the pain of rejection, discouragement, disappointment, and/or other hazards of the writing life. The key is to identify the obstacles ahead and know how to overcome them. - Learn the truth about failure. - Discover the ultimate dream killer. - Find out how to get rid of a wet blanket - Discover the one secret every full-time writer knows - And much more This revised and update edition includes information for indie authors, expands on the necessary traits of long-term professionals and addresses other changes in the industry. Your destiny is at hand!

Follow the story of one woman, two children, and a cat as they navigate marital separation, unemployment, and housing insecurity. This is a story of faith, hope, and determination for a better life, sought after by a single mother who gave up everything to pursue a legacy for herself and daughters. There is no testimony here, only a deep-seeded belief that time in the valley is only part of the journey. If you have ever experienced a time in your life when you feel the odds are stacked against you and there is no way out, this is a story that will let you know, you are not alone. At some point in life, we all end up going through it. "I am quite simply a woman of restoration."

New York Times bestselling author of Super Natural Every Day, Heidi Swanson shares 125 natural foods recipes along with photographs inspired by her travels both near (Northern California) and far (Italy, Morocco, France, India, and Japan). Equal parts recipe journal and photo album, Near & Far focuses on dishes inspired by Heidi Swanson's Northern

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California kitchen and her many international travels to diverse cities including Marrakech, Tokyo, Paris, Jaipur, Rome, Kyoto, Palermo, New Delhi, and more. In this deeply personal collection, Heidi turns to the series of dog-eared recipe journals she has kept for years--each filled with newspaper clippings, magazine scraps, photos, stamps, receipts, and sticky notes to chronicle details she wants to remember: a paprika-spiked tomato soup in Amsterdam, the pattern of an ancient Italian olive grove she passed on the way to the Bari airport, and the precise way an elderly Vietnamese woman carefully sliced broccoli stems in the back of a grocery in New Zealand. Vegetarian recipes such as Carrot and Sake Salad, Fennel Frond Orzo, Rye Buttermilk Cakes, Harissa Farro, Fresh Ginger Citrus Juice, and Brown Butter Tortelli make use of the healthy, whole foods ingredients and approachable techniques that Heidi's sizable fanbase has come to expect. And photographs taken on location around the world--as well as back home in Heidi's kitchen--reveal the places that inspire her warm and nourishing cooking.

Life is hard for Gary. He has a dead-end job, a grouchy boss, and a beat-up car-and he's only in eighth grade! Things go from bad to worse when a wave of bank robberies hits the city and Gary becomes the prime suspect. With time running out to clear his name and nail the real crooks, this teenage tough-guy must rely on cunning, stealth, and good, old-fashioned, two-fisted justice! It's all in a day's work in a city that doesn't exist.

Bible scholar and teacher, Dr. John R. Hargrove has designed a wonderful, year-long course for the individual Bible student and for the classroom. Spread out over twelve courses, each book is a wonderful and insightful introduction to the Word of God. From Genesis to Revelation, Dr. Hargrove hopes to help you grow in the Lord and to

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understand his Word at a deeper, more profound level. An intimate level. Ideal for small group study and for the individual, the Biblical Studies 101 program is, we think, ideal for you, too. Excellent Beginnings: Course One Let's go back in time to the story of Creation and a study of the earliest men in the Book of Genesis. The question is: did God create us or did we come from a sort of cosmic soup billions of years ago? Since Creation has obviously taken place, I believe there is a Creator. He is God. In the Bible, we will see that God does not speak verbally to everyone, but chooses specific people to talk to, and asks them to go forth as prophets for Him. Those were usually men of great faith. We will soon learn that the Bible is not a story of great men, but of a great God. Yes, the Lord still communicates with us today, and I want to show you how. In this study, Course One of the "Biblical Studies 101", we will assume the Creation story is the true one. If you are not sure about that, I invite you to settle in and read what God has to say about it.

A time to reflect on my seventy years of life. Maybe some folks will be interested in my life and the folks I have met, or maybe not. This is a non-traditional memoir, filled with alphabetical vignettes nit chronological ones. I have made a foray into fiction with an asterisk: in those cases where I have marked the vignette as fictional, it might be 100 percent not true, but in many cases I knew of, was part of, or heard from others about the story itself. At any rate, the entire book is my recollection of things past, and as in all recollections, the more distant the memory the clearer the details.

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