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The book Lifehack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

Content-hosting websites, videoconferencing apps,

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grade- or subject-focused social media accounts: with such a dizzying array of mechanical and virtual help at our disposal, it can be a challenge for educators to know where to even start. Educator and technology consultant Monica Burns can relate, which is why she wrote this book: to share strategies, tools, and insights that teachers can use, regardless of subject or grade level, to effectively incorporate technology in the classroom. Focusing on the "three Cs" of technology implementation—creation, curiosity, and collaboration—Tasks Before Apps offers K–12 teachers Detailed advice for (and copious examples of) tech-infused lessons that help students meet learning goals while also developing vital digital citizenship skills. Customizable checklists and graphic organizers for planning tech-enabled activities; choosing appropriate programs, devices, and platforms; and setting unit and lesson goals. Recommendations for and links to apps and online resources that can facilitate and energize learning. Reflection and brainstorming questions for use in book clubs and PLC discussions. Knowing how to navigate technology wisely—how to communicate effectively on posts and message boards, locate credible information on search engines, and select efficient, cost-effective equipment—is essential for both teachers and students. Whether you are a novice or a veteran, teach kindergarten students or high school seniors, this book is an indispensable guide to furthering academic skills, social development, and digital aptitude in the classroom.

Set up your business for success with the perfect shot.

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The experts at Entrepreneur provide a two-part guide to success. First, learn how to take your writing career into your own hands as a professional freelance writer. Then, master the fundamentals of business startup including defining your business structure, funding, staffing, and more. This kit includes: Essential industry and business-specific startup steps with worksheets, calculators, checklists, and more Entrepreneur magazine's Start Your Own Business, a guide to starting any business and surviving the first three years and beyond Interviews and advice from successful entrepreneurs in the industry Worksheets, brainstorming sections, and checklists Entrepreneur's Startup Resource Kit (downloadable)

MORE ABOUT ENTREPRENEUR'S STARTUP RESOURCE KIT

Every small business is unique.

Therefore, it's essential to have tools that are customizable depending on your business's needs. That's why Entrepreneur is also offering you access to our Startup Resource Kit. Get instant access to thousands of business letters, sales letters, sample documents, and more—all at your fingertips! You'll find the following: The Small Business Legal Toolkit When your business dreams go from idea to reality, you're suddenly faced with laws and regulations governing nearly every move you make. Learn how to stay in compliance and protect your business from legal action. In this essential toolkit, you'll get answers to the "how do I get started?" questions every business owner faces along with a thorough understanding of the legal and tax requirements of your business. Sample Business Letters 1000+ customizable business letters covering each type

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of written business communication you're likely to encounter as you communicate with customers, suppliers, employees, and others. Plus a complete guide to business communication that covers every question you may have about developing your own business communication style. Sample Sales Letters The experts at Entrepreneur have compiled more than 1000 of the most effective sales letters covering introductions, prospecting, setting up appointments, cover letters, proposal letters, the all-important follow-up letter, and letters covering all aspects of sales operations to help you make the sale and generate new customers and huge profits.

With forty well-structured and easy to follow topics to choose from, each workbook has a wide range of case studies, questions, and activities to meet both the individual or organization's training needs. Whether studying for an ILM qualification or looking to enhance the skills of your employees, 'Super Series' provides essential solutions, frameworks and techniques to support management and leadership development. This is a 366 page daily task journal record your tasks and tick them off as you perform them.

The drivers of globalization are removing the barriers that segregated the competitive space of the small and large firms in the past. It is becoming increasingly difficult for independent small firms to thrive in their traditional markets unless they are globally competitive. Managing an enterprise's commercial, industrial and political relations well, regardless of size and location, is the essence of the entrepreneurial challenge in this

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competitive arena. Small and medium size enterprises (SMEs) often face very different issues than large multinational enterprises do when confronting internationalization. This volume provides an in-depth discussion of these challenges. The contributors to this volume explore the emerging patterns of SME growth and international expansion in response to the evolving competitive environment, dynamics of competitive behavior, entrepreneurial processes and formulation of strategy. They examine the basis and requirements of growth and expansion from three perspectives: the rapidly-changing environment in which business is conducted, entrepreneurial characteristics, and the evolving strategic and competitive response to this changing business environment. Business leaders, scholars and students interested in international business and entrepreneurship will welcome this volume. Explains how to use the powerful and complex computer operating system, discussing topics including installation, security features, packet filters, encryption, and system upgrades.

From the New York Times bestselling authors of Sprint comes a simple 4-step system for improving focus, finding greater joy in your work, and getting more out of every day. "A charming manifesto—as well as an intrepid do-it-yourself guide to building smart habits that stick. If you want to achieve more (without going nuts), read this book."—Charles Duhigg, bestselling author of *The Power of Habit* and *Smarter Faster Better* Nobody ever looked at an empty calendar and said, "The best way to spend this time is by cramming it full of meetings!" or got to work in the morning and thought, Today I'll spend hours on Facebook! Yet that's exactly what we do.

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Why? In a world where information refreshes endlessly and the workday feels like a race to react to other people's priorities faster, frazzled and distracted has become our default position. But what if the exhaustion of constant busyness wasn't mandatory? What if you could step off the hamster wheel and start taking control of your time and attention? That's what this book is about. As creators of Google Ventures' renowned "design sprint," Jake and John have helped hundreds of teams solve important problems by changing how they work. Building on the success of these sprints and their experience designing ubiquitous tech products from Gmail to YouTube, they spent years experimenting with their own habits and routines, looking for ways to help people optimize their energy, focus, and time. Now they've packaged the most effective tactics into a four-step daily framework that anyone can use to systematically design their days. Make Time is not a one-size-fits-all formula. Instead, it offers a customizable menu of bite-size tips and strategies that can be tailored to individual habits and lifestyles. Make Time isn't about productivity, or checking off more to-dos. Nor does it propose unrealistic solutions like throwing out your smartphone or swearing off social media. Making time isn't about radically overhauling your lifestyle; it's about making small shifts in your environment to liberate yourself from constant busyness and distraction. A must-read for anyone who has ever thought, If only there were more hours in the day..., Make Time will help you stop passively reacting to the demands of the modern world and start intentionally making time for the things that matter.

This work guides the scientist on the journey from the end of a postdoctoral career to the point of promotion to Associate Professor. It includes a CD-ROM containing template worksheets and point-by-point instructions on how to complete them, with downloadable blank worksheet versions.

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Included are six database program files that can be used to help the reader organize his/her laboratory specific reagents.

6x9 inch 110 Page, Day-to-day, Things to do list, things to do this week use as a short note and remind you in every task you have to get things done, jot & mark. Use Things to do notepad as your Daily tasks planner, to-do list and to organize your time effectively to do things each day. This task list will arrange all things to do easily and well plan. Writing is simple and efficient to get the things done, you will not forget all important things to do in each day. The things to do list having space in each page for the task, remind you in everything you have to complete which will organize your daily tasks and jobs. Agenda notepads for men, women, seniors, children Arrange all things to do easily, convenient and well plan. This book suitable for all ages which are separated by variety covers. This book

Engaging students in learning about their subject is a central concern for all teachers and teacher educators. How teachers view and use the pedagogic potential of different tasks to engage pupils with knowledge in different subjects, is central to this endeavour. Designing Tasks in Secondary Education explores models for effective task design, helping you translate the curriculum into the tasks and activities that you ask your students to do in order to facilitate developmental or higher-level understanding of curriculum content. Written by experts in the field of education from a range of subjects and including a foreword written by renowned author Professor Walter Doyle, this book spans an international context and offers a refreshing alternative of how to plan and design tasks that will not only intellectually stimulate but improve teaching quality. Key topics explored include: Designing tasks which engage learners with knowledge Policy perspectives on task design Designing cognitively demanding classroom tasks Task design issues in the secondary subjects Designing

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Tasks in Secondary Education offers essential insight into task design and its importance for enhancing subject understanding and student engagement. It will challenge and support all education professionals concerned with issues of curriculum design, subject knowledge, classroom organisation, agency in the learning process and teaching quality.

You're only a startup CEO once. Do it well with Startup CEO, a "master class in building a business." —Dick Costolo, Former CEO, Twitter

Being a startup CEO is a job like no other: it's difficult, risky, stressful, lonely, and often learned through trial and error. As a startup CEO seeing things for the first time, you're likely to make mistakes, fail, get things wrong, and feel like you don't have any control over outcomes. Author Matt Blumberg has been there, and in Startup CEO he shares his experience, mistakes, and lessons learned as he guided Return Path from a handful of employees and no revenues to over \$100 million in revenues and 500 employees. Startup CEO is not a memoir of Return Path's 20-year journey but a thoughtful CEO-focused book that provides first-time CEOs with advice, tools, and approaches for the situations that startup CEOs will face. You'll learn:

- How to tell your story to new hires, investors, and customers for greater alignment
- How to create a values-based culture for speed and engagement
- How to create business and personal operating systems so that you can balance your life and grow your company at the same time
- How to develop, lead, and leverage your board of directors for greater impact
- How to ensure that your company is bought, not sold, when you exit

Startup CEO is the field guide every CEO needs throughout the growth of their company. This book integrates recent research and practice in language teaching into a framework for analysing learning tasks.

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Time Management Made Simple and Easy Fans of The Compound Effect by Darren Hardy, Eat That Frog by Brian Tracy, and 12 Week Year by Brian P. Moran and Michael Lennington will love Time Management Ninja. More time, stress relief, and relaxation: You want more time in your life. Time to spend with family, to achieve big goals, and to simply enjoy life. Yet, the world we live in is busier and changing faster than ever before. More things competing for your time, and more distractions interrupting your day. Simple and practical time management: You have tried to manage your time better but have found that most time management systems and tools are too complex. Or they are too unwieldy to be effective or sustainable. Time management shouldn't be difficult, and it shouldn't take up more of your precious time than it gives back! Easy tools, rules, and tactics: Craig Jarrow has been there, too. However, after spending many years testing time management tactics, tools, and systems and having written hundreds of articles on productivity, goals, and organization, Jarrow discovered a simple truth. Time management should be easy. More productivity and less stress: It is only when you simplify your approach that you can rise above the busyness and chaos of our fast-paced society. Time Management Ninja offers "21 Rules" that will show you an easier and more effective way to take control of your time and manage your busy life. If you follow these simple principles, you will get more done with less effort. You will have less stress and more time to do the things you want to do. No-stress, uncomplicated time management that works Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of Give and Take). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated

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information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In *Deep Work*, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill.

1. Work Deeply
2. Embrace Boredom
3. Quit Social Media
4. Drain the Shallows

A mix of cultural criticism and actionable advice, *Deep Work* takes the reader on a journey through memorable stories—from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air—and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. *Deep Work* is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ Detailed plans for helping elementary students experience deep mathematical learning Do you work tirelessly to make your math lessons meaningful, challenging, accessible, and engaging? Do you spend hours you don't have searching for, adapting, and creating tasks to provide rich experiences for

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your students that supplement your mathematics curriculum? Help has arrived! Classroom Ready-Rich Math Tasks for Grades K-11 details 56 research- and standards-aligned, high-cognitive-demand tasks that will have your students doing deep-problem-based learning. These ready-to-implement, engaging tasks connect skills, concepts and practices, while encouraging students to reason, problem-solve, discuss, explore multiple solution pathways, connect multiple representations, and justify their thinking. They help students monitor their own thinking and connect the mathematics they know to new situations. In other words, these tasks allow students to truly do mathematics! Written with a strengths-based lens and an attentiveness to all students, this guide includes:

- Complete task-based lessons, referencing mathematics standards and practices, vocabulary, and materials
- Downloadable planning tools, student resource pages, and thoughtful questions, and formative assessment prompts
- Guidance on preparing, launching, facilitating, and reflecting on each task
- Notes on access and equity, focusing on students' strengths, productive struggle, and distance or alternative learning environments.

With concluding guidance on adapting or creating additional rich tasks for your students, this guide will help you give all of your students the deepest, most enriching and engaging mathematics learning experience possible.

Pp. 99.

The 5th Edition of Jack Marchewka's Information Technology Project Management focuses on how to create measurable organizational value (MOV) through IT projects. The author uses the concept of MOV, combined with his own research, to create a solid foundation for making decisions throughout the project's lifecycle. The book's integration of project management and IT concepts provides students with the tools and techniques they need to develop in this field.

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The world's most trusted guide for leaders in transition Transitions are a critical time for leaders. In fact, most agree that moving into a new role is the biggest challenge a manager will face. While transitions offer a chance to start fresh and make needed changes in an organization, they also place leaders in a position of acute vulnerability. Missteps made during the crucial first three months in a new role can jeopardize or even derail your success. In this updated and expanded version of the international bestseller *The First 90 Days*, Michael D. Watkins offers proven strategies for conquering the challenges of transitions—no matter where you are in your career. Watkins, a noted expert on leadership transitions and adviser to senior leaders in all types of organizations, also addresses today's increasingly demanding professional landscape, where managers face not only more frequent transitions but also steeper expectations once they step into their new jobs. By walking you through every aspect of the transition scenario, Watkins identifies the most common pitfalls new leaders encounter and provides the tools and strategies you need to avoid them. You'll learn how to secure critical early wins, an important first step in establishing yourself in your new role. Each chapter also includes checklists, practical tools, and self-assessments to help you assimilate key lessons and apply them to your own situation. Whether you're starting a new job, being promoted from within, embarking on an overseas assignment, or being tapped as CEO, how you manage your transition will determine whether you succeed or fail. Use this book as your trusted guide.

Description This Work Day Organizer in floral design helps you to plan out your work day and keep your day organized. Work Schedule, Priorities, Daily Tasks, Work Goal Inserts. Each page starts off with a section to put your date and choose the day of the week your working on. You'll be able to

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track the hours that your working and also any overtime that you do. Size 8x10 inches, 140 Pages and Notes 10 Pages

How To Marry Mr Wonderful Dating Tips from a Catholic is a concise dating guide for Catholic women who wish to get married. This book offers practical advice on how to navigate the dating scene with peace of mind by inviting God into the reader's life to set the right foundations for the sacrament of marriage.

Foodservice Operations & Management: Concepts and Applications is written for Nutrition and Dietetics students in undergraduate programs to provide the knowledge and learning activities required by ACEND's 2017 Standards in the following areas:

- Management theories and business principles required to deliver programs and services.
- Continuous quality management of food and nutrition services.
- Food science and food systems, environmental sustainability, techniques of food preparation and development and modification and evaluation of recipes, menus, and food products acceptable to diverse populations.

(ACEND Accreditation Standards for Nutrition and Dietetics Didactic Programs, 2017) The textbook can also be used to meet the competencies in Unit 3 (Food Systems Management) and Unit 5 (Leadership, Business, Management, and Organization) in the Future Education Model for both bachelor's and graduate degree programs.

What do you do well that you don't use at work? In *Go Beyond the Job Description*, HR professionals and general managers will learn how to increase individual and team contributions by using what they already know and demonstrates in step-by-step style how to increase productivity, motivation, and engagement in individuals with a proven 100-day project called Talent Engagement Optimization (TEO). TEO is using more of what people already have, but are not using, in their jobs. It looks beyond

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the day-to-day tasks and responsibilities and considers in depth the employee talents, opportunities, and development now and in the future, and incorporates them in practical and meaningful ways that benefits employee and organization. Features include an online assessment to learn your own Talent Engagement Zone, a Development Plan, Strategic Program Transition Plan, and Additional Resources and Tools. A methodical and insightful book with detailed guidelines for any HR manager looking to optimize employee talent and build sustainable engagement, especially those with limited time and funds.

When Love Is Not Enough relates how a multitude of factors--the competence of staff; the safety, nurturing, and protective elements of the emotional, physical, and political setting; and all overt and covert organizational dynamics--determine whether or not a treatment setting accomplishes its therapeutic aims. Authors in When Love Is Not Enough continue the emphasis on the group-as-a-whole "Group Relation" model of organizational and group processes begun with Wilfred Bion's work at the Tavistok Clinic in London in the 1940s. This model helps those providing services to children and adolescents evaluate their treatment programs and make the necessary changes toward improvement. Chapters in When Love Is Not Enough are dedicated to improving the psychological treatment of children and adolescents in postmodern society, a society in which life in interdependent communities is becoming increasingly important for the health and survival of all persons. Topics covered include: the Tavistok approach to understanding group and organizational behavior the emphasis on group-as-a-whole in problem solving and treatment design narrowing the gap between plan and outcome the dynamics involved in the psychiatric treatment of children issues of staff selection, training, and development in programs designed to treat

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children countertransference responses in the treatment of children and adolescents revitalizing organizations the subjective experience of school life When Love Is Not Enough helps organizations realize the ways in which they may, inadvertently, undermine the emotional and cognitive functioning of the staff or the identified patients and set serious limits on the growth of members of the organization, staff and patients alike. It urges organizations to conduct an ongoing self-scrutiny concerning their rational and irrational processes, as this self-examination is crucial to the health and vitality of the treatment offered to others. The book also promotes thinking of the conscious and unconscious dynamics of the group-as-a-whole to more completely inform organizational decisions concerning changes that may enhance the treatment of children and adolescents. When Love Is Not Enough serves as an invaluable guide for mental health professionals who treat children and adolescents, group therapists, hospital and clinic administrators, psychoanalysts, nurses, social workers, psychologists, and psychiatrists.

Time Management Ninja21 Rules for More Time and Less Stress in Your LifeMango Media Inc.

Features assignments and exercises to meet the changing needs of school counselors and school social workers The School Counseling and School Social Work Homework Planner, Second Edition provides you with an array of ready-to-use, between-session assignments designed to fit virtually every therapeutic mode. This easy-to-use sourcebook features: 75 ready-to-copy exercises covering the most common issues encountered in school settings, such as study and organizational skill deficits and academic motivation/underachievement, as well as "outside" issues such as blended families, divorce, substance abuse, teen pregnancy, and parenting skill deficits A quick-reference

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format—the interactive assignments are grouped by presenting problems including learning difficulties, disruptive classroom behavior, self-esteem building, bullying, and school violence Expert guidance on how and when to make the most efficient use of the exercises Assignments cross-referenced to The School Counseling and School Social Work Treatment Planner, Second Edition—so you can quickly identify the right exercise for a given situation or problem A download code that contains all the exercises in a word-processing format—allowing you to customize them to suit you and your clients' unique styles and needs Additional resources in the Practice Planners® series: Treatment Planners cover all the necessary elements for developing formal treatment plans, including detailed problem definitions, long-term goals, short-term objectives, therapeutic interventions, and DSM-IV diagnoses. Documentation Sourcebooks provide the forms and records that mental health professionals need to efficiently run their practice. For more information on our PracticePlanners® products, including our full line of Treatment Planners, visit us on the web at: www.wiley.com/practiceplanners

Methods, Measures, and Theories in Eyewitness Recognition Tasks provides a comprehensive review of the fundamental issues surrounding eyewitness recognition phenomena alongside suggestions for developing a more methodologically rigorous eyewitness science. Over the past 40 years, the field of eyewitness science has seen substantial advancement in eyewitness identification procedures, yet theoretical and methodological developments have fallen behind. Featuring contributions from prominent international scholars, this book examines methodological and theoretical limitations and explores important topics, including how to increase the accuracy of identifying perpetrators when using CCTV images, how to create more identifiable facial

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composites, and the differences in accuracy between younger and older eyewitnesses. Providing in-depth discussion on the limitations of traditional lineups, eyewitness memory fallibility, and the complications that arise when using laboratory simulations, along with suggestions for new methods, this book will be an invaluable resource for researchers in eyewitness recognition, lawyers, players in the criminal justice system, members of innocence commissions, and researchers with interests in cognitive psychology.

Teaching is a delightfully rewarding, wonderfully enlightening and diverse career. Yet, at present, teacher recruitment and retention are in crisis, with some of the most at risk of leaving the profession being those in their early years of teaching. Making It as a Teacher offers a variety of tips, anecdotes, real-life examples and practical advice to help new teachers survive and thrive through the first 5 years of teaching, from the first-hand experiences of a teacher and middle leader. Divided into thematic sections, Making It, Surviving and Thriving, the book explores the issues and challenges teachers may face, including: Lesson planning, marking and feedback Behaviour and classroom management Work-life balance Progression, CPD and networking With the voices of teaching professionals woven throughout, this is essential reading for new teachers, those undertaking initial teacher training, QT mentors and other teaching staff that support new teachers in the early stages of their career.

This book was published in 2003. How has NATO managed to survive and transform itself into a peace-enforcement organization? Challenging the dominant assumption that NATO intervened in the Balkans because of the threat that conflicts in the region posed to European security, this book develops a

new set of research questions based on the hypothesis of the existence of "policy communities".

The author demonstrates that there were shifting policy communities in operations that shaped the Alliance's transformation process, arguing that NATO would not have succeeded in assuming peace-enforcement tasks without other factors - ranging from organisational dynamics, domestic politics and the impact of ad hoc reactions to external events - coming into play. Highlighting the role of NATO as an actor in international security, this volume is aimed at academics and practitioners in the field of international relations

Decoration Day is a late spring or summer tradition that involves cleaning a community cemetery, decorating it with flowers, holding a religious service in the cemetery, and having dinner on the ground. These commemorations seem to predate the post-Civil War celebrations that ultimately gave us our national Memorial Day. Little has been written about this tradition, but it is still observed widely throughout the Upland South, from North Carolina to the Ozarks. Written by internationally recognized folklorist Alan Jabbour and illustrated with more than a hundred photographs taken by Karen Singer Jabbour, *Decoration Day in the Mountains* is an in-depth exploration of this little-known cultural tradition. The Jabbours illuminate the meanings behind the rituals and reveal how the tradition

fostered a grassroots movement to hold the federal government to its promises about cemeteries left behind when families were removed to make way for Fontana Dam and Great Smoky Mountains National Park. Richly illustrated and vividly written, *Decoration Day in the Mountains* presents a compelling account of a widespread and long-standing Southern cultural practice.

In the 1980s, although most social workers organised their time and described their work in terms of cases, research studies had cast serious doubts on the efficacy of working in this way. As a result, there had been growing anxiety about what social workers do, what they ought to do, and the training they needed. Task-centred casework was an approach to social work which proposed a solution to some aspects of this dilemma. Growing out of the surprising results of an American research study, it broke free from the traditional psycho-analytic approach to casework. It aimed at clarity of purpose, a concentration on the clients' perceptions of the problems, openness about clients' and helpers' intentions and agreement about what is to be done and achieved within a specified time. Originally published in 1985, this book brings together three British studies that accompanied, and in some respects pioneered, the introduction of task-centred casework into the United Kingdom. The studies describe and evaluate task-centred casework with

