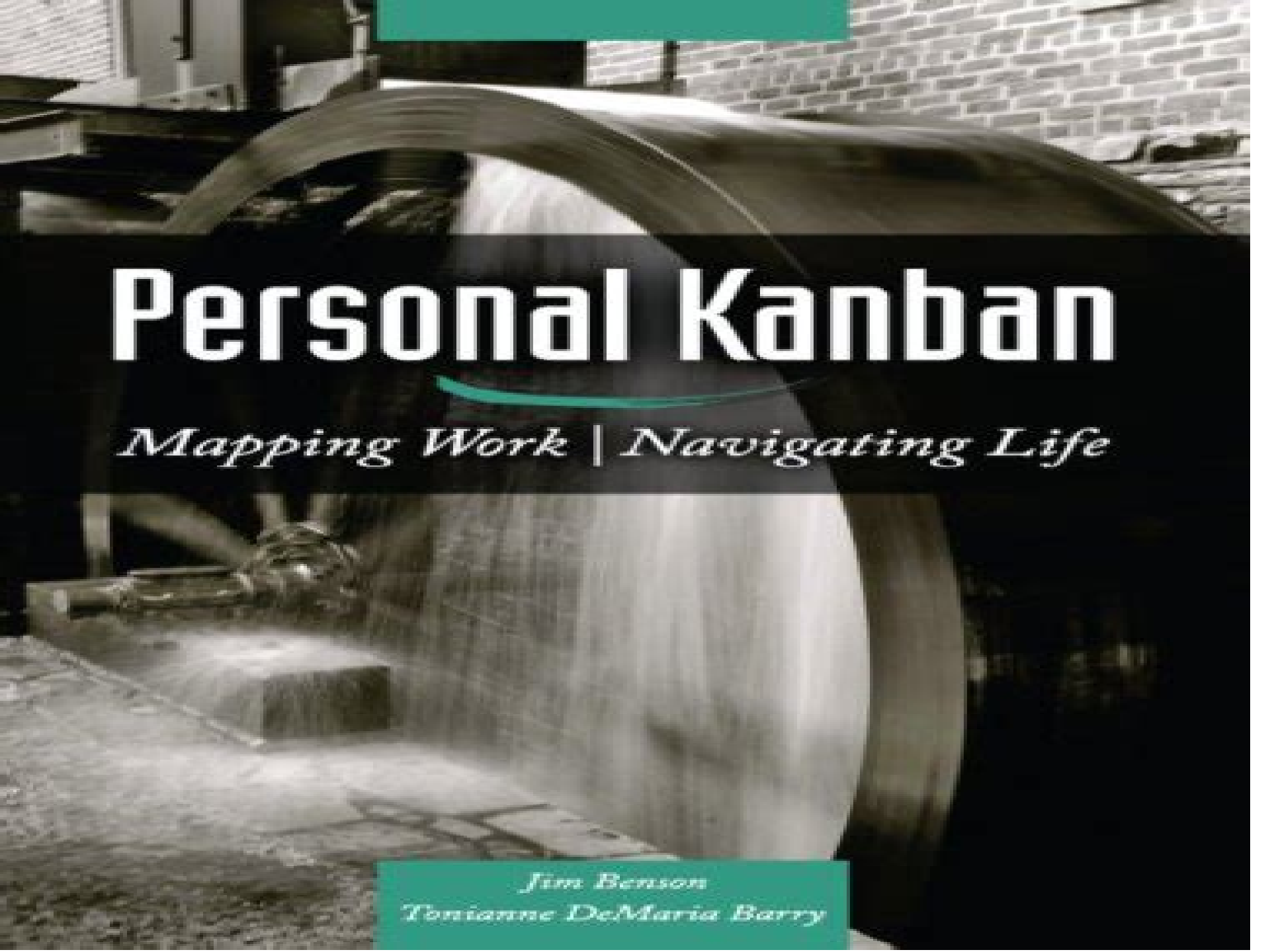




Personal Kanban

Mapping Work | Navigating Life

*Jim Benson
Tonianne DeMaria Barry*

Personal Kanban Mapping Work Navigating Life English Edition

**Xavier Delengaigne, Marie-Rose
Delengaigne**



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Summary - Personal Kanban: Mapping Work / Navigating Life By Jim Benson & Tonianne DeMaria Barry MY

MBA,2022-05-28 Our summary is short simple and pragmatic It allows you to have the essential ideas of a big book in less than 30 minutes How to better manage your personal time It is difficult to control your time and many methods taught on the internet are inefficient because they are often too complex The Kanban system was developed by Toyota and allowed them to develop procedures that reduce their production costs while offering a high level of quality Creating your own personal Kanban will allow you to be more efficient in managing your time In this book you will learn How to have a better work life balance What are the two founding principles of the personal kanban How to build your personal Kanban How to use your personal kanban on a daily basis How does the personal kanban help you to be better organized Why will the Personal Kanban reduce your stress at work Our answers to these questions are easy to understand simple to implement and quick to execute Ready to manage your personal time better Let s go Buy now the summary of this book for the modest price of a cup of coffee

Personal Kanban Jim Benson,Tonianne DeMaria Barry,2011 Productivity books focus on doing more Jim and Tonianne want you to focus on doing better Personal Kanban takes the same Lean principles from manufacturing that led the Japanese auto industry to become a global leader in quality and applies them to individual and team work Personal Kanban asks only that we visualize our work and limit our work in progress Back cover Four Thousand Weeks Oliver Burkeman,2021-08-10 AN INSTANT NEW YORK TIMES BESTSELLER Provocative and appealing well worth your extremely limited time Barbara Spindel The Wall Street Journal The average human lifespan is absurdly insultingly brief Assuming you live to be eighty you have just over four thousand weeks Nobody needs telling there isn t enough time We re obsessed with our lengthening to do lists our overfilled inboxes work life balance and the ceaseless battle against distraction and we re deluged with advice on becoming more productive and efficient and life hacks to optimize our days But such techniques often end up making things worse The sense of anxious hurry grows more intense and still the most meaningful parts of life seem to lie just beyond the horizon Still we rarely make the connection between our daily struggles with time and the ultimate time management problem the challenge of how best to use our four thousand weeks Drawing on the insights of both ancient and contemporary philosophers psychologists and spiritual teachers Oliver Burkeman delivers an entertaining humorous practical and ultimately profound guide to time and time management Rejecting the futile modern fixation on getting everything done Four Thousand Weeks introduces readers to tools for constructing a meaningful life by embracing finitude showing how many of the unhelpful ways we ve come to think about time aren t inescapable unchanging truths but choices we ve made as individuals and as a society and that we could do things differently **Pragmatic Kanban Foundation**

Courseware - English Jasper Sonneveld,Jeroen Venneman,2020-03-25 This Kanban Foundation course is for individuals and teams that want to learn and demonstrate their understanding and proficiency in managing their work with Kanban This

practical training class provides attendees with the knowledge and skills to collaborate or improve the collaboration in a lean and or agile team Attendees will understand how Kanban principles and practices can be applied with other lean and or agile methods like Scrum Attendees will learn how to effectively implement Kanban in their team through visualisation and the application of lean and agile principles At the end of this course they will have the knowledge and the skills to visualize their work process gather and use actionable metrics for faster delivery of value and continuous improvement and collaborate with other teams in a way that leads to better organizational performance Teams that have implemented Kanban have recorded faster delivery times reduced waiting time improved quality of products and reached higher team autonomy leading to better engagement and customer satisfaction This course provides practical tips real life examples and hands on practices that can be applied immediately after completion of this course This Courseware is suitable as a foundation for further growth on Lean and Agile and certification Preparation for the Agile Foundation Exam from the Agile Consortium can be added to this training as an option as well as the certification Exam itself After the course candidates 1 understand foundational Lean Agile principles on which Kanban was developed 2 can work in a team that has adopted Kanban as a method for work delivery 3 can visualize their process and work using a Kanban board 4 are able to leverage Kanban to manage priorities conflicts and opportunities in their work delivery process 5 understand role based scenarios when practicing Kanban 6 understand how Kanban principles and practices can be applied with other lean and or agile methods like Scrum 7 understand how to predictably forecast work and manage stakeholder expectations 8 can identify opportunities for improvement in their process 9 can identify opportunities for radically improving time to market 10 can analyse and interpret data generated by their process and take action accordingly in order to improve delivery

Personal Kanban Jim Benson, Tonianne DeMaria Barry, 2012-12-10 Personal Kanban ist eine einfache und elegante Methode um Aufgaben Projekte und Termine im Berufs und Privatleben effektiver zu erledigen Indem wir unsere Vorhaben visualisieren können wir mithilfe von Personal Kanban besser organisieren und gleichzeitig unsere Arbeit Ziele und Einsichten mit anderen teilen Das Kanban Board als wichtigstes Werkzeug ermöglicht dabei einen Überblick über den Status der angefallenen anstehenden und erledigten Aufgaben Personal Kanban folgt nur zwei Regeln Regel 1 Stellen Sie Ihre Arbeit bildlich dar Regel 2 Machen Sie nicht zu viel auf einmal Indem die Menge an parallelen Aufgaben begrenzt wird können Engpässe sichtbar gemacht werden Aufgaben werden nach dem Pull Prinzip hinzugefügt und abgearbeitet d.h. es wird nur die Arbeit angenommen die auch bewältigt werden kann Dies wirkt sich positiv auf den Arbeitsfluss und den Durchsatz aus Auf Basis dieser Betrachtung können wir proaktiv Entscheidungen treffen Unsere Arbeit wird produktiv effizient und effektiv Wir haben Spaß an dem was wir tun und sind motiviert es noch besser zu machen Jim Benson und Tonianne DeMaria Barry beschreiben anhand zahlreicher Fallbeispiele wie Sie mit Personal Kanban bei der Planung persönlicher Aufgaben sofort gute Resultate erzielen können

Metrics Cookbook: 1st Edition Derek Huether, 2020-12-31 Metrics are like a course of a meal They should satisfy a need for something Data is like a fresh

ingredient Know where it comes from and know the shelf life Combining data and calculations is like a recipe Know the core ingredients Know how to properly combine

Auf Erfolgskurs mit Personal Kanban Max Osterwalder, 2023-06-02 Personal Kanban kann Ihnen helfen Ihr volles Potenzial auszuschöpfen Die gleiche Arbeit kann hektisch und überwältigend sein aber Sie können das Chaos mit Personal Kanban bändigen Diese Methode ist ein leistungsstarkes Werkzeug zur Selbstverwaltung und Organisation das Ihre Produktivität steigern und Ihnen beim Setzen von Prioritäten helfen kann Entdecken Sie auf den Seiten dieses Buches seine Geheimnisse und erfahren Sie wie Sie sie zur Optimierung Ihres Arbeitsablaufs anwenden können Identifizieren Sie Engpässe und verhindern Sie Überlastungen indem Sie sich über die Prinzipien und Vorteile von Personal Kanban informieren Nutzen Sie praktische Übungen um Ihr eigenes Kanban Board zu erstellen und Ihre Arbeitsaufgaben visuell zu organisieren Passen Sie diese Technik an verschiedene Arbeitsumgebungen an indem Sie sich von Fallstudien inspirieren lassen Verbessern Sie Ihren Arbeitsablauf indem Sie die einzigartigen Strategien von Personal Kanban befolgen Für diejenigen die Personal Kanban in ihr tägliches Arbeitsleben integrieren möchten bietet dieses Buch praktische Anleitungen die Sie zum ultimativen Produktivitätsexperten führen können Wenn Sie seinen Ratschlägen folgen können Sie Ihre Ziele erreichen und die perfekte Balance zwischen Ihren beruflichen und persönlichen Interessen finden Dieses Buch stattet Sie mit Werkzeugen und Strategien aus um Ihre Arbeitsleistung und Ihr persönliches Wachstum zu verbessern sei es im geschäftlichen oder privaten Bereich Machen Sie den ersten Schritt und erreichen Sie ein neues Maß an Effizienz Erfolg und Zufriedenheit Verwandeln Sie Ihr Leben mit Personal Kanban Nehmen Sie es in die Hand und erleben Sie die Kraft aus erster Hand

Making Work Visible Dominica DeGrandis, 2022-03-15 Today's workers are drowning nonstop requests for time days filled to the brim with meetings and endless nights spent heroically fixing the latest problems This churn and burn is creating a workforce constantly on the edge of burnout In this updated edition IT time management expert Dominica DeGrandis reveals the real crime of the century time theft one of the most costly factors impacting enterprises in their day to day operations Through simple solutions that make work visible DeGrandis helps people round up the five thieves of time and take back their lives with time saving solutions Chock full of exercises takeaways real world examples colorful diagrams and an easy going writing style readers will quickly learn effective practices to create high performing workflows within an organization And now with this updated second edition readers will get more exercises plus a new afterword from the author featuring new learnings from the past five years The technology world and indeed the whole business world is moving at a pace faster than ever before and it shows no signs of slowing down Instead of consigning ourselves to the pressure cooker of the modern world it's time to elevate how we work It's time to level up our game It's time to make work visible

Manage Your Job Search Johanna Rothman, 2015-08-13 A job search is an emergent project How do you handle an emergent project By creating a system that allows for serendipity and flexibility personal kanban and one week timeboxes Once you have a system you can use the tips in Part 2 to prepare for your job search choose your career write your resume prepare for your

interviews and decide how you will decide on an offer In Part 3 you ll learn how to network without feeling slimy You ll learn to build your target network where to look for the jobs that you need and how to spot the warning signs of a job that organizations might no longer need There are many traps for unsuspecting job hunters so Part 4 has a section on traps to avoid and tips to try If you re in special circumstances such as being a new grad in a career transition or over 50 then Part 5 is for you Even if you ve been diligent any job search can take more than three months Part 6 addresses your feelings and how to persevere when your search seems as if it takes forever Written with her trademark practicality humor and empathy Johanna will help you learn how to find your next job This book was written and produced entirely by the author We are proud to be distributing it

The Dream Team Nightmare Portia Tung,2013-11-08 This first ever interactive Agile Adventure is the gripping tale of an experienced team struggling with agile adoption In this unique mashup of a business novel written in the gamebook format you ll overcome common yet daunting challenges that come from using agile methods As Jim the agile coach you ll learn to apply a range of thinking tools and techniques to real life problems faced by teams and organizations Find out what really works and what fails miserably from the consequences of your choices And unlike in the real world if at first you don t succeed you can make different choices until you get things right Management is ready to disband your new agile team and outsource your project Can you save The Dream Team The Dream Team started their journey 18 months ago Since then life has become a nightmare Progress has ground to a halt Morale is low Quality has become taboo You have five days to figure out how to get the team back on track There will be conflict and maybe tears One thing is for sure there will be plenty of tough decisions to make Inspired by a classic gamebook series this fun and interactive story has eight different endings designed to enrich and put your agile development knowledge and experience to the test Packed with familiar scenarios an agile team faces every day The Dream Team Nightmare offers you the chance to see what would happen if you could do things differently so you can change the way you do things for real with confidence Combining practical team building exercises with effective facilitation and Systems Thinking by the end of the book you ll be ready to rescue projects in trouble and get new projects off to a better start

La Boîte à outils du Mind Mapping Xavier Delengaigne,Marie-Rose Delengaigne,2014-10-29 Un petit dessin vaut mieux qu un long discours Cette phrase de Napol on est plus que jamais d actualit devant la complexification de l environnement actuel Toute personne dans sa vie professionnelle et personnelle a besoin de mod les et d outils pour travailler s organiser analyser cr er Cet ouvrage propose 50 outils op rationnels regroup s en 8 dossiers indispensables tout professionnel souhaitant gagner en efficacit par la visualisation de la pens e Pour chaque outil sont propos s des mod les explicatifs des grilles pour leur production des cas d entreprises et des exemples

The Highly Effective Office Timothy Schipper,2019-01-15 The Highly Effective Office covers the transformation journey required to change the culture in the workplace from processes that suffer from functional separation and silo ed departments to efficient and integrated systems Most office processes have evolved into separate and

autonomous stand alone functions that are sub optimized The result is added wastes in the processes and the customers are often the first to notice The wastes parallel the manufacturing floor wastes and deserve the same attention for identification and removal Yet the culture of the office is predisposed to work by a separation of duties Roles and responsibilities are not aligned around processes The same type of dramatic transformations that were enabled on the concrete factory floor are needed in carpeted offices This book describes methods to transform the value streams in the office and administrative areas of organizations and it outlines why Lean works just as well in the office as it does in manufacturing Wastes typically reach 50% of the process effort and these processes are ripe for improvement Throughout the book waste removal in office processes are fully illustrated with descriptions of applying Lean tools to achieve flow Case studies from the corporations non profits and higher education institutions demonstrate how various types of organizations have reached success by applying Lean principles to their processes Lean expert Timothy Schipper outlines the structural and leadership changes that are required to create a transformational journey for process change and continuous improvement Leadership activities are outlined along with descriptions of how to assign ownership and responsibility for the changes inside the organization Various leadership behaviors are explored that support and help to sustain the effort Attention is given to how to start the journey how to select projects and launch them with clear goals and objectives and how to run successful workshops as well as visual tools and techniques and educational content Finally and most importantly a description of the mature Lean culture is offered to show how to embed process improvement into the organization

Kanban Mike Burrows, 2015-09-25 Mike Burrows vermittelt in diesem Buch einen neuen Ansatz Kanban zu verstehen und einzusetzen Er beschreibt die Methode von innen heraus anhand von neun Werten wodurch er den Prinzipien und Praktiken Kanbans ein starkes Ger st verleiht Die Werte bieten ein effizientes Instrument um die Umsetzung der Kanban Vorgehensweise zu beurteilen und so anhaltende Ver nderungen zu erzielen Die neun Werte der Kanban Methode sind im ersten Teil des Buches mit vielen Praxisbeispielen beschrieben Transparenz Balance Zusammenarbeit Kundenfokus Arbeitsfluss Flow F hrung Leadership Verst ndnis Einverst ndnis und Respekt Abschlie end werden zwei j ngere Konzepte vorgestellt die drei Agenden und die Kanban Linse Teil II befasst sich mit verwandten Methoden die dabei helfen die Kanban Methode noch effektiver einzusetzen Systems Thinking Lean Development agile Vorgehensweisen und die Engpasstheorie Der letzte Teil ist eine Schritt f r Schritt Anleitung zur Implementierung von Kanban mittels STATIK Systems Thinking Approach to Introducing Kanban Aufgezeigt werden praktische Wege wie Sie Anforderungen und Bed rfnissen aus der Organisation von Kollegen und Kunden noch besser gerecht werden k nnen Das Buch gibt einen umfassenden Einblick in den aktuellen Stand der Kanban Methode Einsteiger werden verstehen warum und wie Kanban funktioniert sodass sie es wirksam in ihre bestehenden Strukturen und Teams integrieren k nnen Erfahrene Anwender lernen neue Werkzeuge sowie Vorgehensweisen kennen und gewinnen einen neuen Blick auf Kanban This book is now the recommended text book for the LeanKanban Foundation level training Getting Started

with Kanban Mike s Kanban from the Inside has by far the most extensive and up to date coverage of Kanban used in creative and knowledge work businesses in the 21st Century than anything published to date David J Anderson zur englischen Ausgabe 4000 semanas - Gestão do tempo para mortais Oliver Burkeman, 2023-02-03 Bestseller do New York Times O ser humano tem em média 4 000 semanas de vida Como escolhe viver esse tempo a decisão mais importantes que alguma vez tomar A vida de um ser humano absurda e insultuosamente curta Quem chegar aos 80 anos ter vivido pouco mais de 4 000 semanas Para quem tem 40 anos agora restam-lhe apenas 2 000 Nunca há tempo para tudo Vivemos dominados por listas de afazeres intermináveis e caixas de email ingeríveis e andamos obcecados com a ideia quimérica de equilibrar a vida laboral com a vida pessoal ao mesmo tempo que tentamos combater as milhares distrações que nos desviam daquele que nos parece o mais importante objetivo otimizar o nosso dia de forma a sermos mais produtivos e eficientes Enquanto corremos atrás deste único da modernidade fazer mais em menos tempo conseguimos pouco mais do que aumentar o nível de ansiedade e adiar mais uma vez o nosso bem estar e aquilo que é verdadeiro sentido de vida De caminho são poucos os que conseguem resolver o maior desafio como gerir o pouco tempo que temos e construir a vida que queremos viver durante as nossas repetíveis 4 000 semanas A partir dos ensinamentos de filósofos e pensadores antigos e contemporâneos Oliver Burkeman reflete sobre a nossa relação com o tempo e a produtividade e convida o leitor a rejeitar a fixação moderna em conseguir fazer tudo Com humor e sentido crítico 4000 semanas um livro de gestão de tempo para mortais que nos instiga a questionar as nossas escolhas individuais e coletivas e nos encoraja a olhar para o tempo a produtividade e o trabalho de uma forma radicalmente diferente Para o nosso bem Os elogios da crítica O livro mais importante sobre gestão de tempo que alguma vez foi escrito Adam Grant Inspirador e original The Guardian Um livro para ler reter absorver e refletir Naomi Alderman

Взлом реальности. Трансформация жизни с помощью лайфхаков Джозеф Майкл Ригл, 2022-06-11 1 ul XXI ul a4 pdf **Quatro mil semanas** Oliver Burkeman, 2022-06-27 A vida média do ser humano ridiculamente curta se você chegar aos 80 anos ter vivido cerca de 4 mil semanas Se tem 40 anos restam apenas 2 mil Para Oliver Burkeman confrontar a nossa finitude e o pouco controle que temos sobre ela a chave para uma vida prazerosa e significativa Selecionado como o livro do ano pelo Financial Times Guardian e Observer Vivemos numa era de demandas impossíveis escolhas infinitas distrações implacáveis e crises globais E a maioria dos conselhos sobre produtividade assim como outras mensagens modernas sobre o tempo só piora as coisas A busca por uma ilusória negação de limites nos deixa mais ocupados distraídos e isolados uns dos outros ao mesmo tempo em que adiamos as partes verdadeiramente importantes da vida para algum lugar no futuro que parece nunca chegar Quatro mil semanas uma reflexão inspiradora e realista sobre o caminho alternativo de abraçar seus limites voltar realidade desafiando as pressões culturais para tentar o impossível e em vez disso começar com o que possível sobre fazer o que realmente significativo em nosso trabalho e em nossas vidas no entendimento claro de que não há tempo para tudo e que nunca eliminaremos as incertezas Burkeman discute por que o desafio central da gestão do tempo não se tornar mais

effiziente machen und sich für die Erreichung von Zielen zahlreiche Impulse und Sichtweisen für die Herangehensweise in

Leben zu sein lernen Sie mit Ihren Gefühlen umgehen sollen oder der neuen Herausforderung Sie fühlen sich antriebslos und können sich einfach nicht aufrufen nächste hindern Sie daran den nächsten Vortrag vorzubereiten Ist so etwas nicht nur für Führungskräfte geeignet Egal ob es eine berufliche oder private kleine oder große Veränderung ist oder ob Sie ein Ziel vor Augen haben dass Sie erreichen möchten Wirksame Tools bewährte Methoden und wichtige Impulse können Ihnen helfen sich optimal auf alle Lebenslagen vorzubereiten Bin ich überhaupt auch in der Lage mich zu verändern Sie erhalten hier ein Buch mit zahlreichen Übungen und Interventionen für Ihre Persönlichkeitsentwicklung Erschließen Sie sich jetzt neue Perspektiven und Erkenntnisse aus der Positiven Psychologie der Neurowissenschaft der Soziologie und der Biologie Wir alle nutzen meist nur 10% unseres Potentials Wir haben alle die Möglichkeit mehr aus uns zu machen oder auch uns selbst wieder näher zu kommen und dazuzulernen Alte Gewohnheiten und Muster lassen sich durch positive Verhaltensweisen ersetzen Worauf warten Sie noch Fragen Sie sich wann Sie das alles lesen sollen Sie müssen hier keiner festen Struktur folgen Sie können vorne beginnen und hinten aufhören ebenso haben Sie die Möglichkeit nach Lösungen für konkrete Herausforderungen zu suchen um diese anzuwenden Nutzen die zahlreichen Tipps und Impulse setzen die Übungen um und profitieren Sie von der Bandbreite des Erfahrungsschatzes Wo auch immer Sie gerade stehen das Buch hilft wunderbare Lösungen für Sie bereit die Sie problemlos in Ihren Alltag integrieren können Das bekommen Sie bei 300 Seiten geballtes Wissen bei 80 Methoden Übungen und Tipps Übungen um die Vergangenheit loszulassen Übungen um in der Gegenwart zu sein Übungen für die Erreichung von Zielen Zahlreiche Impulse und Sichtweisen für die Herangehensweise in

verschiedenen herausforder **Cztery tygodnie dla ciebie. Sprawdź, jak znaleźć czas na to, co się liczy** Oliver Burkeman, 2024-11-14 Bezpo rednia kontynuacja bestsellera CZTERY TYSDIE TYGODNI ksi ka o zanurzeniu si w rzeczywisto ci i robieniu wi cej tego co si liczy tu i teraz A co je li czas kiedy b dziesz mie wszystko pouk adane nigdy nie nadejdzie Je li nigdy nie poczujesz e rzeczyw ci wiesz co robisz CZTERY TYGODNIE DLA CIEBIE to zaproszenie do podr y w bardziej warto ciowym i po ytecznym kierunku by y z pasj nie kiedy ale od razu Po r d i pomimo poczucia przyt oczenia i przem czenia rozpraszaczy i niepokoju cych nag wk w Wyrusz w trwaj c cztery tygodnie wypraw wype nion cytatai z filozofii psychologii i literatury pi knej Poznaj niezwykle praktyczn ide imperfekcjonizmu zorientowanego na dzia anie zdroworozs dkowego sposobu by cieszy si naszym sko czonym yciem Nowa ksi ka Olivera Burkemana zabiera nas w wyzwalaj c podr ku bardziej spe nionemu yciu zakotwiczonemu w rzeczywisto ci w kt rej yjemy a nie w wyobra eniach o nieosi galnym ideale To poszukiwanie nie tylko odpowiedzi na fundamentalne pytanie Jak dobrze y ale r wnie sposobu na wype nienie ycia tym co istotne oto filozofia kt r Oliver Burkeman nazywa imperfekcjonizmem Jak mo emy pogodzi si z naszymi bezspornymi ograniczeniami Jak podejmowa dobre decyzje kiedy zawsze mamy za du o do zrobienia A mo e prawdziwa produktywno polega na pozwoleniu by rzeczy dzia y si same a nie na sprawianiu by si dzia y Rozwa aj c rozmaite koncepcje filozoficzne religijne literackie i psychologiczne Burkeman oddaje w nasze r ce praktyczne narz dzia kt re pomog odmieni nasz perspektyw Rzuca wyzwanie radom kt re ka dy z nas s ysza ju wiele razy i oferuje kr tki i tre ciwy kurs ycia daj cego poczucie spe nienia i satysfakcji T ksi k mo na czyta jako czterotygodniowe medytacje mo na j te poch on podczas jednej lub dw ch sesji w obu przypadkach stanie si r d em ukojenia i inspiracji oraz pomoc w prowadzeniu bardziej zr wnowa onego powolniejszego i pe niejszego ycia W czasach pe nych niepokoju przypomina nam prawdy kt rych chyba nigdy nie potrzebowali my bardziej ni teraz *Agile Practice Guide (German)* , 2018-05-21 Agile Practice Guide First Edition has been developed as a resource to understand evaluate and use agile and hybrid agile approaches This practice guide provides guidance on when where and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility This practice guide is aligned with other PMI standards including A Guide to the Project Management Body of Knowledge PMBOK Guide Sixth Edition and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance **Agile Practice Guide** Project Management Institute, 2018-06-11 BUKU AGILE akan memandu Anda menjabarkan bisnis atau mengelola perusahaan sehingga bersifat agile bergerak cepat Sehingga peluang bisa cepat ditangkap waktu dan biaya lebih efektif dan kesetiaan pelanggan klien terus terjaga Dilengkapi dengan beragam contoh petunjuk praktik dan studi kasus dan diciptakan dengan masukan dari para ahli terkemuka di bidang bidang yang menerapkan agile Panduan Praktik Agile adalah alat penting yang dapat Anda gunakan untuk memimpin organisasi Anda meraih hasil yang sukses Buku persembahan Republika Penerbit Republika bukurepublika Penerbit Republika management

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