Paperless A Macsparky Field Guide

Simple text and photographs explore how technology has changed the world in the past and continues to do so, specifically through such inventions as cars, cameras, and telephones.

Quick Reference for Band Directors is a go-to guide for new and experienced band directors. With tips on recruiting and retaining members, preparing lesson plans and program objectives, developing a booster group, budgeting, classroom management, using technology, and making emergency repairs, this book will soon number among your closest advisors. Learn how to build, maintain, and improve your program. Get tips on how to structure concert band, symphonic band, wind ensemble, marching band, small ensembles, jazz band, and pep band while developing musicianship. The book focuses on high school band programs but offers advice for elementary and middle school directors as well. Read it sequentially or select the chapters most pertinent to you. You'll come back again and again to benefit from the author's thirty years of teaching.

Provides information on using an iPad in a professional environment, covering such topics as iCloud, email, video conferencing, remote access, PDFs, iBooks, notes and meetings, presentations, task management, business graphics, and billing and finance.

Written by veteran music educator Peter J. Perry, Technology Tips for Ensemble Teachers presents a collection of practical tips to help today's school music ensemble director incorporate and implement technology in all aspects of large ensemble instruction. This go-to guide offers specific methods for the use of technology in ensemble instruction, identifies applicable technologies, and details proven ways to successfully use those technologies in instruction. Tips throughout the book vary in type and complexity, allowing directors of all technical abilities to use the book effectively to meet the unique needs of their ensembles and students. They also offer content-specific examples for technologies in band, orchestra, jazz ensemble, and chorus instruction, as well as emerging ensemble settings such as percussion ensembles, guitar ensembles, rock bands, a capella groups, and iPad ensembles. With a special focus on current technologies including mobile devices, Technology Tips for Ensemble Teachers is a timely and useful resource for directors as students and classrooms become ever more technology-oriented.

Now including information about Acrobat version 7.0 as well as 6.0, thisbook takes lawyers through the processes of working with PDFdocuments, allowing them to communicate like never before. They'lllearn how to create, control, and more securely deliver intelligent, content-rich documents that can be opened by anyone using AdobeReader. More and more court systems require electronic filing, and thisis the definitive guide to the standard for those filing systems

This widely acclaimed legal bestseller has ignited an intense debate within the legal profession. It examines the effect of advances in IT upon legal practice, analysing anticipated developments in the next decade. It urges lawyers to consider the sustainability of their traditional role.

Keywords in Writing Studies is an exploration of the principal ideas and ideals of an emerging academic field as they are constituted by its specialized vocabulary. A sequel to the 1996 work Keywords in Composition Studies, this new volume traces the evolution of the field's lexicon, taking into account the wide variety of theoretical, educational, professional, and institutional developments that have redefined it over the past two decades. Contributors address the development, transformation, and interconnections among thirty-six of the most critical terms that make up writing studies. Looking beyond basic definitions or explanations, they explore the multiple layers of meaning within the terms that writing scholars currently use, exchange, and question. Each term featured is a part of the general disciplinary parlance, and each is a highly contested focal point of significant debates about matters of power, identity, and values. Each essay begins with the assumption that its central term is important precisely because its meaning is open and multiplex. Keywords in Writing Studies reveals how the key concepts in the field are used and even challenged, rather than advocating particular usages and the particular vision of the field that they imply. The volume will be of great interest to both graduate students and established scholars.

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What are you really missing out on? You're home on a Friday night, scrolling through Instagram, ready to go to bed. You see pictures on your timeline of a party you were invited to, but didn't go to. You were confident when you said no, but now you can't stop thinking about it, and you start feeling worse. You have FOMO, or, Fear of Missing Out. Coined in a Harvard Business School article, FOMO has become a global term to describe the decimating anxiety when thinking other people are having better, more fulfilling, experiences than you are. It's a natural, biological response, but that doesn't make it feel any better. Amplified by the rise of social media, #FOMO has become a cultural crisis—so what's the cure? Patrick McGinnis, creator of the term FOMO, has been thinking about it for seventeen years—and he has a solution: decision-making. Learning to weigh the costs and benefits of your choices, prioritizing your decisions, and listening to your gut are central to silencing FOMO and its lesser-known cousin, FOBO: Fear of a Better Option. After all, don't you want to feel comfortable and confident in your decisions? Written with self-evaluations throughout the book, Fear of Missing Out: Practical Decision Making in a World of Overwhelming Choice helps you ascertain and eliminate the parts of your life that are causing more anxiety than happiness. So give this a read, and then go to that party, start that new book, create a new goal—or don't. Make that decision, and be confident in it: it's the first of many of its kind.

Are you a music teacher searching for sanity in the midst of all your chaotic responsibilities? Music teachers have to do so much more than teach music. They have to be master musicians, educators, and conductors, all while balancing other professional disciplines like arranging, composing, trip planning, financing, and more. The parts of the job that take our sights off of great teaching must be managed so that we can focus on what counts: the music. If you are feeling overwhelmed by the logistics of your job, you are in luck- there is an app for that! Actually, a lot of apps. And Digital Organization Tips for Music Teachers is here to tell you all about them. Whether you can barely turn your computer on or if you are just looking for tips on how to make your work more efficient, there is something in store for you. The technologies in this book are presented in bite sized descriptions of desktop and mobile apps, followed by applications of how they can solve specific problems that music teachers experience every day. Each chapter covers a different type of data that music teachers have to organize, ranging from notes, to tasks, to scores and audio recordings.

Edit and enhance your PDFs easily with PDFpen 13! Version 3.0, updated May 3, 2021 This book tells you how create, edit, and enhance PDF documents on your Mac with PDFpen 13 and PDFpenPro 13, and on the go with PDFpen for iPad & iPhone.n These days, an ever-increasing amount of "paper"—contracts, tax forms, bills, reports, and more—comes into our lives as PDF files. We generate this virtual paper too, since it's so much easier to save a document as a PDF and send it to a colleague via email than it is to print and send via fax or email. To read, edit, and manipulate all these PDFs, you need the appropriate tools and

skills. Given the high price of Adobe Acrobat DC Pro, many Mac users have turned to Smile's affordable PDFpen apps to help them sign PDF forms, handle scanned documents, make changes in existing PDFs, create new PDFs from a variety of sources, and to export PDFs to other file formats (including Word and Excel). With Take Control of PDFpen, you'll learn how to do all these tasks and more on your Mac with PDFpen or PDFpenPro or on the go with PDFpen for iPad & iPhone. If you haven't used PDFpen before, this free book is an excellent way to find out what it has to offer. TidBITS members can save 20% on all Smile products purchased through the Smile cart, including PDFpen 13 and PDFpenPro 13. To learn more, visit the Membership Benefits page. To access the coupon code, make sure you've logged in and click through from the Your Member Benefits page. Take Control of PDFpen begins with a guide to purchasing options: PDFpen versus PDFpenPro, from Smile versus the Mac App Store, and the advantages of the iOS/iPadOS version. Next, you'll meet PDFpen with an overview of the PDF format and a tour of the interface. With the basics out of the way, highlights of what you'll learn to do include: • Add and remove pages, and combine pages from multiple files into one PDF. • Mark up a PDF with highlights, comments, editing marks, and more. • Compare two different parts of a PDF with the Split View. • Edit a PDF by fixing typos, adding text, formatting text, and redacting confidential text. • Scan a document into a PDF, and make the text editable with OCR—with single or multiple documents. • Add photos or scans to a PDF quickly with Continuity Camera and an iOS/iPadOS device. • View and work with OCRed text in the OCR layer (PDFpenPro only) • Add clickable links, headers, footers, page numbers, and images. • Annotate a document with lines, shapes, text, and callouts. • Make a clickable table of contents (PDFpenPro only). • Add a watermark to each page of a PDF. • Password-protect a PDF. And (PDFpenPro only), prevent others from printing or editing a PDF. • Turn a PDF into a formatted Microsoft Word document, or (PDFpenPro only) export it in Excel or PowerPoint format. • Reduce the size of your PDFs. • Create blank PDFs with stationery. • Add a digital signature with DocuSign (PDFpenPro only). And, you'll find directions for working with PDF forms: • Fill out forms with ease. • Add a handwritten signature. • Apply a digital signing certificate. • Print just form entries on a pre-printed form. • Create an interactive PDF form (PDFpenPro only) that can collect data and send it to you via email or the web. You can add an interactive signature field, which makes it easy for the form to be signed online. An appendix describes the useful AppleScripts that ship with PDFpen. This ebook was created in collaboration with Smile, with PDFpen's developers tech editing the book.

Edited by four nationally recognized leaders of composition scholarship, Composition, Rhetoric, and Disciplinarity asks a fundamental question: can Composition and Rhetoric, as a discipline, continue its historical commitment to pedagogy without sacrificing equal attention to other areas, such as research and theory? In response, contributors to the volume address disagreements about what it means to be called a discipline rather than a profession or a field; elucidate tensions over the defined breadth of Composition and Rhetoric; and consider the roles of research and responsibility as Composition and Rhetoric shifts from field to discipline. Outlining a field with a complex and unusual formation story, Composition, Rhetoric, and Disciplinarity employs several lenses for understanding disciplinarity—theory, history, labor, and pedagogy—and for teasing out the implications of disciplinarity for students, faculty, institutions, and Composition and Rhetoric itself. Collectively, the chapters speak to the intellectual and embodied history leading to this point; to questions about how disciplinarity is, and might be, understood, especially with regard to Composition and Rhetoric; to the curricular, conceptual, labor, and other sites of tension inherent in thinking about Composition and Rhetoric as a discipline; and to the implications of Composition and Rhetoric's disciplinarity for the future. Contributors: Linda Adler-Kassner, Elizabeth H. Boquet, Christiane Donahue, Whitney Douglas, Doug Downs, Heidi Estrem, Kristine Hansen, Doug Hesse, Sandra Jamieson, Neal Lerner, Jennifer Helene Maher, Barry Maid, Jaime Armin Mejía, Carolyn R. Miller, Kelly Myers, Gwendolynne Reid, Liane Robertson, Rochelle Rodrigo, Dawn Shepherd, Kara Taczak

Educational technology in the broadest sense is knowledge and competence for improving the educational process: for using hardware (equipment), software (methods), and "underware" (underlying organizational structures). This volume in the Special Programme on Advanced Educational Technology presents the results of a NATO Advanced Research Workshop on educational systems design as a new educational technology. The objective of the workshop was to advance our knowledge about the comprehensive systems design approach for improving educational systems. The workshop was organized for the transdisciplinary interaction of three scientific groups representing design science, organizational/systems science, and educational technology. Participants were selected based on their scholarship as members of one or more of these three groups. The book opens with the framing papers sent by the editors to participants prior to the workshop, then presents five sets of thematic contributions: the conceptual and empirical contexts of comprehensive systems design, the systems design focus, a systems view of designing educational systems, the educational context of systems design, and high technology focus in systems design.

The iPad Has Earned a Place in Your Camera Bag! Apple's popular iPad tablet is an incredibly useful tool for photographers on the go. Instead of hauling a laptop on the road or to a photo shoot, you can tuck the lightweight iPad in your camera bag and take advantage of its large screen, third-party apps, and online access to effectively complete and share your work. Novice to pro shooters will discover everything that the iPad has to offer with simple step-by-step instructions and real-world advice for: Importing and copying photos from memory cards using the iPad Camera Connection Kit, then uploading and backing up to iCloud Photo Stream or Dropbox. Organizing and rating images and assigning tags in the field, and integrating them later with Adobe Photoshop Lightroom on your computer. Editing photos with Photogene, Snapseed, and other image adjustment tools. Editing video clips in iMovie, creating slideshows, rough cuts, and more. Using portfolio software to create and deliver impressive iPad presentations for prospective clients. Photographers will learn other clever uses for iPads including triggering the camera shutter remotely, using the screen as a fill flash, calculating depth of field, tracking outdoor light conditions, storing camera manuals as PDFs for quick reference, and other handy at-your-fingertip resources to complement your particular shooting style. A bonus online chapter with additional coverage for the new iPad–including iPhoto and Photoshop Touch apps–is included with purchase. The iPad is a powerful photography tool and this guide will help every photographer take advantages of its full capabilities!

A practical guide to managing your attention--the most powerful resource you have to get stuff done, become more creative, and live a meaningful life Our attention has never been as overwhelmed as it is today. Many of us recognize that our brains struggle to multitask. Despite this, we feel compelled to do so anyway while we fill each moment of our lives to the brim with mindless distraction. Hyperfocus provides profound insights into how you can best take charge of your attention to achieve a greater sense of purpose and productivity throughout the day. The most recent neuroscientific research reveals that our brain has two powerful modes that can be unlocked when we use our attention effectively: a focused mode (hyperfocus), which is the foundation for being

highly productive, and a creative mode (scatterfocus), which enables us to connect ideas in novel ways. Hyperfocus helps you access each of the two mental modes so you can concentrate more deeply, think more clearly, and work and live more deliberately every day. Chris Bailey examines such topics such as: • identifying and dealing with the four key types of distraction and interruption; • establishing a clear physical and mental environment in which to work; • controlling motivation and working fewer hours to become more productive; • taking time-outs with intention; • multitasking strategically; and • learning when to pay attention and when to let your mind wander wherever it wants to. By transforming how you think about your attention, Hyperfocus reveals that the more effectively you learn to take charge of it, the better you'll be able to manage every aspect of your life. With millions of users around the world, Todoist has quickly grown to be an incredibly popular task management app. Although it wasn't created specifically for David Allen's Getting Things Done (GTD) methodology, the powerful Todoist is very capable of helping you achieve the "mind like water" that David Allen suggests we all try to go for. As an avid GTD'er since 2002, this book is an actionable exploration into my GTD implementation in Todoist. If you're serious about being productive, this is a practical no-holds-barred guide to helping you implement GTD in Todoist. Chapter 1: Let's MeetIn this first chapter, we'll go over what you can expect to get out of this book. Chapter 2: Free vs. PremiumTodoist has a free version that is extremely powerful in its own right. Should you spring for Todoist Premium? This chapter explores some reasons why you should or shouldn't. Chapter 3: Limitations and Workarounds for GTDSince Todoist isn't specifically meant for GTD, there are some limitations in the app that keeps it from being a pure GTD app. In this chapter, we'll look at some of those limitations and how to get around them. Chapter 4: Organizing TodoistThis chapter is an in-depth explanation of how I have Todoist's projects, labels and filters set up for GTD. Chapter 5: Todoist or Not Todoist?Although Todoist is a great tool, it can't do everything. In this chapter, we'll look at some of the other tools I use to round out my GTD workflow. Chapter 6: Making It All WorkBy this point, you'll have a good idea of the tools used for GTD. This chapter is all about how I do my GTD reviews and the workflows I've spent over a decade honing to get stuff done. Chapter 7: Practical GuidesIn the final chapter, you'll get a practical look at some of the processes and workflows I use for implementing and automating GTD in Todoist.

Improve your iPad and iPhone workflows with automation! Version 1.1, updated 09/30/2020 Apple's Shortcuts app brings extensive automation capabilities to your iPhone or iPad, using a drag-and-drop, fill-in-the-blanks interface much like Automator on the Mac. It lets you perform sequences of tasks, including ones that span various apps, with just a tap or a voice command—or even automatically when certain conditions are met. Shortcuts can save you time and effort, help you accomplish previously complicated tasks, and let you customize your device to better meet your needs. And with iOS 14/iPadOS 14, Shortcuts has become even more powerful than before. But for all its utility, Shortcuts is not self-explanatory, so it can be challenging to figure out its quirks and create effective, time-saving automations. That's where Take Control of Shortcuts comes in. Written by automation expert Rosemary Orchard, this book opens the world of iOS/iPadOS automation to users at every level. With Rosemary's help, you'll learn how to: • Navigate the Shortcuts app: Understand the user interface and terminology, then install and run your first shortcut. • Run shortcuts: Discover seven different ways to run a shortcut, from tapping an icon to using Home automations and Siri. • Build shortcuts: Start with simple, one-step shortcuts and work your way up to complex shortcuts with input, output, variables, conditionals, loops, and more. Debugging advice is also included. • Install and sync shortcuts: Download and install shortcuts others have written, sync your shortcuts across your devices, and share them with other people. Then, to both illustrate the main principles you've learned and give you practical tools to get you started, Rosemary walks you step by step through the creation of 15 sample shortcuts, which you can also download and install using links in the book. Examples include: • Event templates • A daily overview • Converting and sharing images • Adding a song to a playlist • Logging expenses • Turning on lights automatically when you get home The book also discusses how Shortcuts can use REST APIs to talk to various web services (with detailed examples), and complementary apps that work in conjunction with Shortcuts. Whether you're completely new to automation or already have significant programming experience, you'll find plenty of useful information in this friendly, practical guide.

An accessible, practical, step-by-step how-to guide that supplements Getting Things Done by providing the details, the how-to's, and the practices to apply GTD more fully and easily in daily life The incredible popularity of Getting Things Done revealed people's need to take control of their own productivity with a system that reduces the stress of staying on top of it all. Around the world hundreds of certified trainers and coaches are engaged full time in teaching the process, supported by a grassroots movement of Meetup groups, LinkedIn groups, Facebook groups, podcasts, blogs and dozens of apps based on it. While Getting Things Done remains the definitive way to gain perspective over work and create the mental space for creativity and mindfulness, The Getting Things Done Workbook enhances the original by providing an accessible guide to the GTD methodology in workbook form. The workbook divides the process into small, manageable segments to allow for easier learning and doing. Each chapter identifies a challenge the reader may be facing--such as being overwhelmed by too many to-do lists, a messy desk, or email overload--and explains the GTD concept to address. The lessons can be learned and implemented in almost any order, and whichever is adopted will provide immediate benefits. This handy instructional manual will give both seasoned GTD users and newcomers alike clear action steps to take to reach a place of sustained efficiency.

Digitize your documents while reducing incoming and outgoing paper! Updated 03/21/2017 Join Joe Kissell as he helps you clear the chaos of an office overflowing with paper. With Joe's guidance you can develop a personal clean-up strategy and choose your Mac-compatible tools—a scanner and the software you need to perform OCR (optical character recognition)—plus devices and services for storing your digitized documents and tools to categorize, locate, and view your digital document collections. Once you have your gear in hand, Joe shows you how to convert your paper documents to digitized files and gives you ideas for how to organize your office workflow, explaining how to develop day-to-day techniques that reduce the amount of time you spend pressing buttons, launching software, and managing documents. Bonus! The book also comes with downloadable "folder action" AppleScripts that simplify the process of OCR-ing PDFs in Adobe Acrobat, ABBYY FineReader Express, PDFpen/PDFpenPro, and Readiris. Save or move a PDF in the appropriate folder, and the script does the rest! You'll master these paper-reducing skills: • Scanning or photographing documents you find while out and about—business cards, receipts, menus, flyers, and more—so you keep only digitized versions. Joe discusses a variety of mobile scanning options, with an emphasis on using a camera-equipped iOS device, but with mention of a few options for Android smartphones. • Creating a digitized image of your signature so you can sign and share documents digitally, rather than printing them for the sole purpose of signing them with a pen. • Setting up your computer to send and receive faxes so you can avoid using a physical fax machine with paper input and output. Joe

describes online fax services and using a fax modem (note that fax modem support is not available in macOS 10.12 Sierra). Joe also discusses standard techniques for reducing paper—paperless billing, online bank statements, reducing unwanted catalogs and junk mail, and more, as well as less common practices, such as paperless postal mail services and check depositing services. You'll find answers to numerous questions, including: • What is a searchable PDF, and why is it key to a paperless office? • What differentiates document scanners from other types of scanners? • What's a book scanner? • What if I need a mobile, portable scanner? • What does TWAIN stand for, and should my scanner support it? • Why do I need OCR software, and what features should I look for? • What scanners and OCR products does Joe recommend? • How can I automate my workflow for scanning documents? • How should I name and file my digitized documents? • What paper documents should I keep in physical form? • How do I use common tools to add a signature to a PDF? • How can I access my digital documents remotely? • How should I back up my important digital documents?

A fresh, personal, and entertaining exploration of a topic that concerns all of us: how to be more productive at work and in every facet of our lives. Chris Bailey turned down lucrative job offers to pursue a lifelong dream—to spend a year performing a deep dive experiment into the pursuit of productivity, a subject he had been enamored with since he was a teenager. After obtaining his business degree, he created a blog to chronicle a year-long series of productivity experiments he conducted on himself, where he also continued his research and interviews with some of the world's foremost experts, from Charles Duhigg to David Allen. Among the experiments that he tackled: Bailey went several weeks with getting by on little to no sleep; he cut out caffeine and sugar; he lived in total isolation for 10 days; he used his smartphone for just an hour a day for three months; he gained ten pounds of muscle mass; he stretched his work week to 90 hours; a late riser, he got up at 5:30 every morning for three months—all the while monitoring the impact of his experiments on the quality and quantity of his work. The Productivity Project—and the lessons Chris learned—are the result of that year-long journey. Among the counterintuitive insights Chris Bailey will teach you: · slowing down to work more deliberately; · shrinking or eliminating the unimportant; · the rule of three; · striving for imperfection; · scheduling less time for important tasks; · the 20 second rule to distract yourself from the inevitable distractions; · and the concept of productive procrastination. In an eye-opening and thoroughly engaging read, Bailey offers a treasure trove of insights and over 25 best practices that will help you accomplish more.

The warm and hilarious bestselling memoir by a man diagnosed with Asperger syndrome who sets out to save his marriage. At some point in nearly every marriage, a wife finds herself asking, What the @#!% is wrong with my husband?! In David Finch's case, this turns out to be an apt question. Five years after he married Kristen, the love of his life, they learn that he has Asperger syndrome. The diagnosis explains David's ever-growing list of quirks and compulsions, but it doesn't make him any easier to live with. Determined to change, David sets out to understand Asperger syndrome and learn to be a better husband with an endearing yet hilarious zeal. His methods for improving his marriage involve excessive note-taking, performance reviews, and most of all, the Journal of Best Practices: a collection of hundreds of maxims and hard-won epiphanies, including "Don't change the radio station when she's singing along" and "Apologies do not count when you shout them." Over the course of two years, David transforms himself from the world's most trying husband to the husband who tries the hardest. He becomes the husband he'd always meant to be. Filled with humor and surprising wisdom, The Journal of Best Practices is a candid story of ruthless self-improvement, a unique window into living with an autism spectrum condition, and proof that a true heart can conquer all.

The Oxford Handbook of Preservice Music Teacher Education in the United States identifies the critical need for increased cultural engagement in Pre-K-12 music education. Collectively, the handbook's 56 contributors argue that music education benefits all students only if educators activelywork to broaden diversity in the profession and consistently include diverse learning strategies, experiences, and perspectives in the classroom. In this handbook, contributors encourage music education faculty, researchers, and graduate students to take up that challenge.Throughout the handbook, contributors provide a look at ways music teacher educators prepare teachers to enter the music education profession and offer suggestions for ways in which preservice teachers can advocate for and adapt to changes in contemporary school settings. For example, educators canexpand the types of music groups offered to students, from choir to jazz ensemble. Building upon students' available resources, contributors use research-based approaches to identify the ways in which educational methods and practices must transform in order to successfully challenge existing musiceducation boundaries.

"If you'd like your Thanksgiving preparations to go smoothly (and who wouldn't?), turn to experienced tech writer and foodie Joe Kissell for help. At least half the battle is a good plan, and Joe provides you with a customizable plan that gets you organized, helps you figure out what you need to buy, and prevents last-minute problems. Once the planning and shopping are done, follow Joe's detailed, tested recipes for Thanksgiving dinner: roast turkey with gravy, stuffing, mashed potatoes, cranberry relish, candied sweet potatoes, and pumpkin pie"--Resource description page.

Taking the Music Room beyond Engagement All too often the music classroom stifles students with one-size-fits-all curricula and repertoire. In Pass the Baton, authors Kathryn Finch and Theresa Hoover turn that paradigm on its head, offering a vision of music education that empowers students as critical thinkers who exercise voice and choice to question, discover, connect, and play like never before-in and out of the classroom. Pass the Baton offers readers a comprehensive guide to crafting engaging music lessons that transform students from passive consumers to vibrant creatives. Whether you're looking to rethink general music or overhaul your ensemble groups, Pass the Baton is chock-full of generative, actionable, and impactful tools. Finch and Hoover have drawn on deep research and years of experience in the music room to provide a guide for all music educators to create a learner-centered environment and give students the opportunity to truly own the creative process. This book is a must read for teachers who want to empower students to become self-sufficient lifelong learners. It is a guidebook for creating a vibrant classroom where student learning is the first priority. Kristin Gomez, MA, director of orchestras at Jefferson Middle School and Abingdon Elementary School As I watch my daughters grow up and be inspired by music in their lives, I read this thinking, "this is the type of music education I want for my own kids." This is a great book that reminds us that music education should be in every school in the world. George Couros, educator and author of The Innovator's Mindset Music teachers are often required to attend professional development that does not seem to relate to our performance-driven classes. We are left to figure out the applications on our own. Pass the Baton makes the connections for us in a way that empowers not only music students but music teachers. Mari Schay, editor of Activate! Magazine and early elementary music teacher

This book is two things. It's an eye-opener to the fact that we don't have to do a million things to be productive (or successful). And it's a coach that helps us trim the fat, get real with our purpose, and start living more intentionally-Goop Dalton helps readers by teaching us to

focus on the most important things and create our own operating systems that are exclusive to our lives as individuals. By doing this, we can simplify and make life even better- San Francisco Book Review Dalton's ground-up approach to productivity teaches readers to identify their real priorities and, in doing so, cut their massive to-do lists down to size by learning to say no to the tasks that pull them away from their North Star-Grateful Overwhelmed. Do you wake up in the morning already feeling behind? Does the pressure of keeping it all together make you feel anxious and irritable? Tanya Dalton, CEO and productivity expert, offers you a liberating shift in perspective: feeling overwhelmed isn't the result of having too much to do -- it's from not knowing where to start. Doing less might seem counterintuitive, but doing less is more productive, because you're concentrating on the work you actually want to be doing. Through this book, you can learn how to: Identify what is important to you and clarify your priorities. Develop ways to streamline your specific workflow. Discover your purpose. Named Top 10 Business Book of the Year by Fortune magazine, The Joy of Missing Out is chock-full of resources and printables. This is a legitimate action plan for change. Once you reject the pressure to do more, something amazing happens: you discover you can finally live a guilt-free, abundant life.

New tools for managing complexity Does your organization manage complexity by making things more complicated? If so, you are not alone. According to The Boston Consulting Group's fascinating Complexity Index, business complexity has increased sixfold during the past sixty years. And, all the while, organizational complicatedness—that is, the number of structures, processes, committees, decision-making forums, and systems—has increased by a whopping factor of thirty-five. In their attempt to respond to the increasingly complex performance requirements they face, company leaders have created an organizational labyrinth that makes it more and more difficult to improve productivity and to pursue innovation. It also disengages and demotivates the workforce. Clearly it's time for leaders to stop trying to manage complexity with their traditional tools and instead better leverage employees' intelligence. This book shows you how and explains the implications for designing and leading organizations. The way to manage complexity, the authors argue, is neither with the hard solutions of another era nor with the soft solutions—such as team building and feel-good "people initiatives"—that often follow in their wake. Based on social sciences (notably economics, game theory, and organizational sociology) and The Boston Consulting Group's work with more than five hundred companies in more than forty countries and in various industries, authors Yves Morieux and Peter Tollman recommend six simple rules to manage complexity without getting complicated. Showing why the rules work and how to put them into practice, Morieux and Tollman give managers a much-needed tool to reinvigorate people in the face of seemingly endless complexity. Included are detailed examples from companies that have achieved a multiplicative effect on performance by using them. It's time to manage complexity better. Employ these six simple rules to foster autonomy and cooperation and to effectively handle business complexity. As a result, you will improve productivity, innovate more, reengage your workforce, and seize opportunities to create competitive advantage.

An adaptation of the business classic Getting Things Done for teenage readers The most interconnected generation in history is navigating unimaginable amounts of social pressure, both in personal and online interactions. Very little time, focus, or education is being spent teaching and coaching this generation how to navigate this unprecedented amount of "stuff" entering their lives each day. How do we help the overloaded and distracted next generation deal with increasing complexity and help them not only survive, but thrive? How do we help them experience stress-free productivity and gain momentum and confidence? How do we help them achieve autonomy, so that they can confidently take on whatever comes their way? Getting Things Done for Teens will train the next generation to overcome these obstacles and flourish by coaching them to use the internationally renowned Getting Things Done methodology. In its two editions, David Allen's classic has been translated into dozens of languages and sold over a million copies, establishing itself as one of the most influential business books of its era, and the ultimate book on personal organization. Getting Things Done for Teens will adapt its lessons by offering a fresh take on the GTD methodology, framing life as a game to play and GTD as the game pieces and strategies to play your most effective game. It presents GTD in a highly visual way and frames the methodology as not only as a system for being productive in school, but as a set of tools for everyday life. Getting Things Done for Teens is the how-to manual for the next generation--a strategic guidebook for creating the conditions for a fruitful and effective future.

Darth Plagueis, a Sith Lord who knows the Dark Side so well that he has power over life and death, joins forces with his apprentice, one-day emperor Darth Sidious, to try to dominate the whole galaxy. Movie tie-in.

This book is a full multimedia curriculum that contains over 60 Lesson Plans in 29 Units of Study, Student Assignments Sheets, Worksheets, Handouts, Audio and MIDI files to teach a wide array of musical topics, including: general/basic music theory, music appreciation and analysis, keyboarding, composing/arranging, even ear-training (aural theory) using technology.

THE ULTIMATE GUIDE TO SUPERCHARGING YOUR PRODUCTIVITY, DEMOLISHING YOUR TO-DO LIST, AND MAKING TIME FOR YOUR PASSION PROJECTS The 5 AM Miracle offers you a plan to focus on what matters most, and get more done. It shows how to reap the incredible benefits of early rising, from demolishing your to-do list to making time for your passion projects. With its 7-step system, this easy-to-follow guide teaches you how to systematically create a healthy, balanced lifestyle and achieve your grandest goals. Packed with tips, tricks and proven strategies for success, The 5 AM Miracle explains how and why you should: • Create an evening boundary for work • Plan tomorrow on paper tonight • Boost energy all day • Drink 1 liter of water and a green smoothie every morning • Organize annual goals in 3-month chunks • Use a task manager to track projects

Understand the technical foundations, as well as the non-programming skills needed to be a successful full stack web developer. This book reveals the reasons why a truly successful full stack developer does more than write code. You will learn the principles of the topics needed to help a developer new to agile or full stack working—UX, project management, QA, product management, and more— all from the point of view of a developer. Covering these skills alongside the fundamentals and foundations of modern web development, rather than specifics of current technologies and frameworks (which can age quickly), all programming examples are given in the context of the web as it is in 2018. Although you need to feel comfortable working on code at the system, database, API, middleware or user interface level, depending on the task in hand, you also need to be able to deal with the big picture and the little details. The Full Stack Developer recognizes skills beyond the technical, and gives foundational knowledge of the wide set of skills needed in a modern software development team. What You'll Learn Plan your work including Agile vs Waterfall, tools, scrum, kanban and continuous delivery Translate UX into code: grids, component libraries and style guides Design systems and system architectures (microservices to monoliths) Review patterns for APIs (SOAP, AJAX, REST), defining API domains, patterns for REST APIs and more API goodness Study the various front-end design patterns you need to know Store data, what to consider for security, deployment, in production and more Who This Book Is For New graduates or junior developers who are transitioning to working as part of a larger team structure in a multi-disciplinary teams and developers previously focused on only front-end or back-end dev transitioning into full stack.

Programs in technical writing, technical communication, and/or professional communication have recently grown in enrollment as the demand among employers for formally prepared technical writers and editors has grown. In response, scholarly treatments of the subject and the teaching of technical writing are also burgeoning, and the body of research and theory being published in this field is many times larger and more accessible than it was even a decade ago. Although many theoretical and disciplinary perspectives can potentially inform technical communication teaching, administration, and curriculum development, the actual influences on the field's canonical texts have traditionally come from a rather limited range of disciplines. Innovative Approaches to Teaching Technical Communication brings together a wide range of scholars/teachers to expand the existing canon.

We know what you're thinking. You've heard about AppleScript. You've heard that it can do amazing things. You've heard that it can automate away the tiring, redundant, repetitive tasks you do with the computer. All true. But you're not sure about what's involved with using it. Is it difficult? Is it programming? After all, you're just a better-than average computer user. You know what you know, and your expertise serves you pretty well. But recently you've reached the point of asking yourself "Is there a better way?" The answer is "Yes." And relax, you just got lucky. This book is for you. If you've never written a single line of computer code–this book is for you. If the most technical thing you do on the computer is calculate a column in Excel–this book is for you. If you're tired of doing the same thing over and over–this book is for you. It's about being motivated to explore, understand, and take advantage of the tools you already own. AppleScript is free–the only price for its use is your desire to finally sit down and take a few moments to absorb and activate its magic. This book starts at square one and walks you through the process of understanding and writing AppleScript–step by step, one concept at a time–until you find yourself suddenly creating powerful and useful automated solutions. And the lessons in this book are based on a decade of experience teaching hands-on classes to folks just like you. You can do this. You can become Master of your Computer Universe! Still don't believe us? Open the first chapter and start reading. You'll see.

Manage your information with the powerful tools in DEVONthink 3 Version 1.7, updated September 5, 2021 With the information-management app DEVONthink 3, you no longer have to swim in a sea of web bookmarks, email receipts, RSS feeds, scanned memos, and downloaded bank statements. DEVONthink stores your digital documents and clippings, helps you scan and store paper documents, and serves as home base for organizing and viewing all your information. But mastering all that power can take effort, and this book—created in partnership with DEVONtechnologies—has the real-world advice you need to understand how DEVONthink can bring order to your information. You'll also learn how to extend your DEVONthink experience beyond your main Mac with detailed coverage of the many ways you can sync DEVONthink databases to other Macs and to iOS/iPadOS devices using the DEVONthink To Go app. After covering essential DEVONthink vocabulary and concepts, including the completely reworked user interface of DEVONthink 3, Joe helps you start using DEVONthink effectively. You'll learn how to: • Decide how many databases you need and set them up • Determine whether to input or index data • Configure where incoming data will go • Import data from many different apps • Import data from a scanner, including OCR options • Use grouping and tagging to organize data • Add and work with DEVONthink 3's expanded metadata capabilities • Use simple (and sophisticated) techniques for searching • Create smart groups that automatically gather newly imported data • Use smart rules and AppleScript to automate countless activities within DEVONthink • Create documents in plain text, HTML, Markdown, and more • Edit documents in DEVONthink (or externally) • Find the best way to sync DEVONthink data with other devices • Work with reminders, smart templates, and other sophisticated tools • Convert documents between formats • Effectively use the DEVONthink To Go iOS/iPadOS app • Share DEVONthink documents with other people • Export documents from DEVONthink • Back up and maintain healthy databases Questions answered in the book include: • What is DEVONthink good for, and what should be left to other apps? • What kinds of data can I import? (Short answer: Nearly everything!) • How can I display my data in a way that works well for me? • When I import documents from different sources, where do they end up, and why? • Is it better to sort imported documents right away, or leave them for later? • Should I group my data, tag it, or both? • What are duplicates and replicants, and how can I tell them apart? • Which types of data can be created or edited within DEVONthink? • How do I make my DEVONthink database accessible via the web using DEVONthink Server? • How do I move documents out of DEVONthink using the Share feature? • How do I use DEVONthink To Go on my iOS/iPadOS device? Plus, we now plan to update this free book approximately four times per year for the foreseeable future to cover ongoing changes in DEVONthink and add new tips and advice!

In 21 chapters, this groundbreaking and practical book will guide you through transforming a small law firm or solo practice from today's usual (lots and lots and lots of paper, file cabinets, printers and copiers,) to the "paperless law office" where everything is scanned, stored on a computer or in the cloud, and searchable and retrievable electronically

Drawing from different 'fields' such as philosophy, psychology, literature, and theology, Joseph Bikart uses decades of experience as a business coach for senior executives around the globe to explore how and why we make the decisions we do. What is it that makes some of us better - or worse - than others at committing to a choice? What are the forces that hold us back, and how can we successfully overcome them? Every facet of our lives depends on the decisions we make. Yet, how often do we pause to reflect on our ability to make the best and smartest choices? The key is how we confront and refine the decision making process. Joseph Bikart explores the intricacies of decision making, challenging us to understand why we make the choices we do. He explores how the true power of decisions, especially the toughest among them, help us to face our fears and may in turn change how we think about ourselves. The book is broken into four clear parts and punctuated with short practical essays Bikart presents a lively and compelling exploration of the process of decision making covering; Indecision, indecision - what makes us indecisive? What holds us back and why? Where Art Thou? How and where we get stuck and the importance of relaxing one's grip. The Momentum of Decisiveness - Keeping our focus and proactivity. The Deciding Mind - making our smartest choices. Drawing from such different fields as philosophy, psychology, neurology, literature, art history and theology, we are taken on a journey from the depths of procrastination to the elation of decision making. Presenting a fresh perspective on what to do at the proverbial fork in the road, Bikart's unique philosophy is insightful, thought provoking, and potentially life-changing.

'A fun, interesting, and useful read!' David Allen, bestselling author of Getting Things Done Nearly all of us want to be more productive, but finding the method that works for you among the hundreds and hundreds of different tips, tricks and hacks can be a daunting prospect. After graduating college, Chris Bailey decided to dedicate a whole year to doing just that - experimenting with as many of the techniques as he could, and finding the things that work. Among the experiments that he undertook are: going several weeks on little to no sleep; cutting out caffeine and sugar; taking a daily siesta; living in total isolation for 10 days; stretching his workweek to 90 hours; and getting up at 5:30 every morning, all the while monitoring the impact of his experiments on the quality and quantity of his work. The results were often surprising! This book is the result of Chris's year-long journey, distilling the lessons he learned into a few core truths about how we get things done (or, indeed, don't). Among the many counterintuitive insights Chris discovered that had the biggest impact on his productivity were striving for imperfection; scheduling less time for important tasks; the 20 second rule to distract yourself from distractions; and the concept of productive procrastination. In this accessible and fun guide, Chris Bailey offers over 30 tried-and-tested best practices that will help everyone to accomplish more - and become more awesome.

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