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Richards,2005-02 Each book in this series is aimed at adults either at work attending evening class or learning on a home PC Starting from the very basics this guide develops ICT skills through to an intermediate level The clear jargon free text and screenshots and illustrations make it really easy to follow

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turning your shoulds into musts think of some of the most successful people you know are they the smartest people you ve ever met the wealthiest chances are they re not but they are the most motivated to succeed

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web may 10 2023 1 define a specific clear end goal for yourself sometimes it is hard to motivate ourselves when we re unclear about where we want to go make a clear actionable end goal that you can achieve for example if you re in school your end goal might be to get into a certain college or to get a specific internship

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