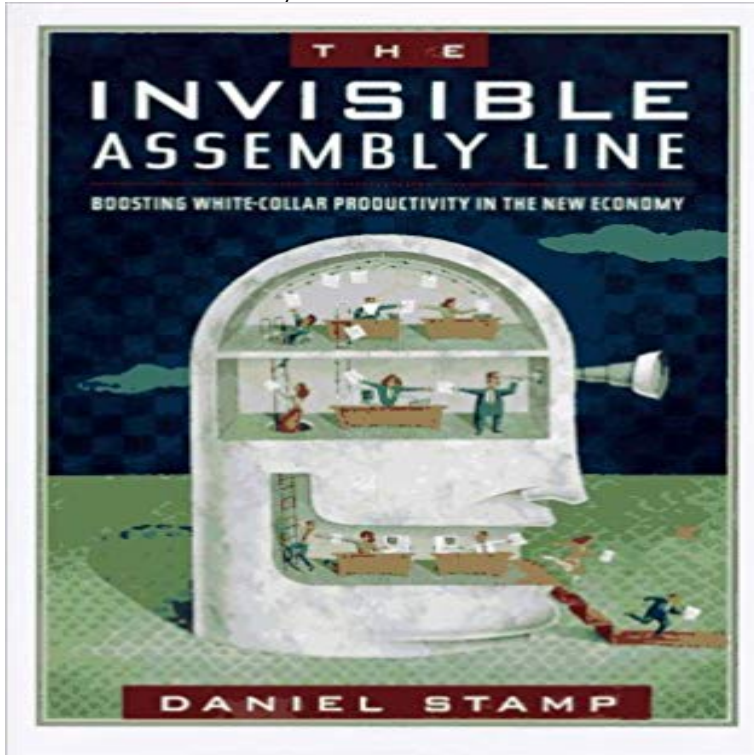


The Invisible Assembly Line: Boosting White-Collar Productivity in the New Economy



In the last two decades, breakthrough progress has been made in the productivity and quality of manufacturing operations. By studying and restructuring the basics of the assembly-line process, businesses have substantially lowered costs and increased output. This guide shows how to increase the productivity of today's largest workplace group, the knowledge workers. These include accountants, editors, managers and programmers, who use mental muscle rather than physical co-ordination or strength to do their jobs. This book provides a detailed, eight-part system designed to: assess strengths and weaknesses in each step on the line; strengthen the connections between these steps for greater productivity; and boost the readers own personal productivity. Comprehensive worksheets and forms enhance learning throughout.

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