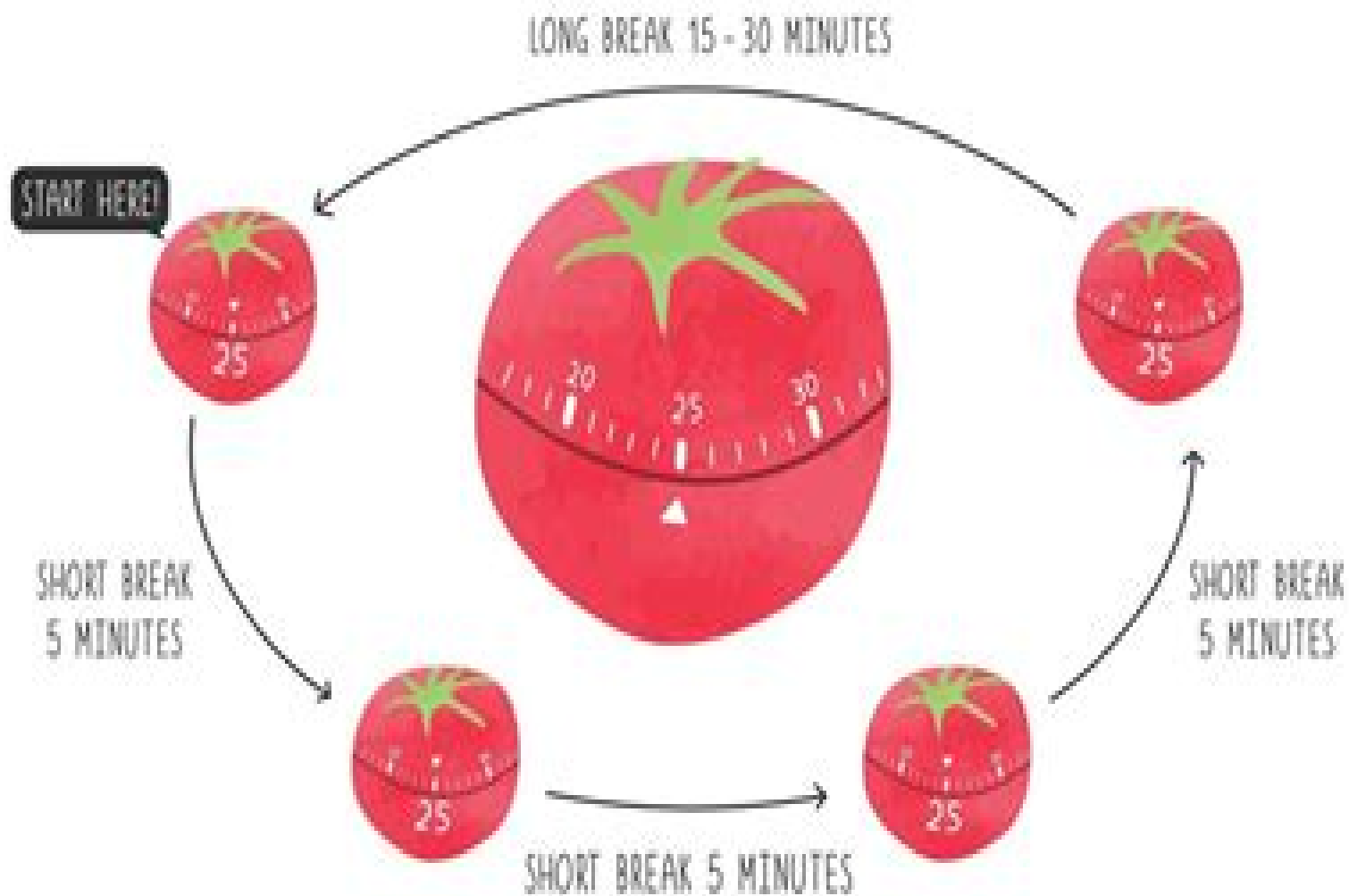


THE POMODORO TECHNIQUE



 = 25 minutes of focused work session.

Pomodoro Technique

Olaf Fritz



Pomodoro Technique:

The Pomodoro Technique Francesco Cirillo, 2018-08-14 Discover the internationally acclaimed time management system that's gone viral on TikTok and has already changed millions of lives Francesco Cirillo developed his famed system for improving productivity as a college student thirty years ago Using a kitchen timer shaped like a pomodoro Italian for tomato Cirillo divided the time he spent working on a project into 25 minute intervals with 5 minute breaks in between in order to get more done without interruptions By grouping a number of pomodoros together users can tackle a project of any length and drastically improve their productivity enhance their focus and better achieve their goals Originally self published and shared virally online this new publication of The Pomodoro Technique includes several new chapters on how teams can use the pomodoro method to save time and increase productivity The process underlying Cirillo's technique includes five stages planning the day's tasks tracking your efforts recording your daily activities processing what you have done and visualizing areas for improvement With this tried and tested method readers can simplify their work find out how much time and effort a task really requires and improve their focus so they can get more done in the same amount of time each day **Pomodoro Technique Illustrated** Staffan Noteberg, 2009-12-28 Printed in full color Do you ever look at the clock and wonder where the day went You spent all this time at work and didn't come close to getting everything done Tomorrow try something new Use the Pomodoro Technique to work in focused sprints throughout the day In Pomodoro Technique Illustrated Staffan Noteberg shows you how to organize your work to accomplish more in less time There's no need for expensive software or fancy planners You can get started with nothing more than a piece of paper a pencil and a kitchen timer You have so much you need to accomplish today Your list is a mile long and you find yourself getting interrupted every other minute You'd like to tell everyone to leave you alone but most of the interruptions are coming from you You think of a phone call you need to make or a web site you need to check and before you know it you're answering email checking twitter and finding a million other things to occupy your time You need to focus really focus The Pomodoro Technique puts you back in charge of your day You'll apply successful techniques from software engineering to identify what you should be doing today and to help you achieve your goals Your mind won't wander when it is fully engaged in short bursts of focused activity Learn to work less and accomplish more using nothing more than paper pencil and a simple kitchen timer Set the timer and start on your next Pomodoro When the bell rings take a break This personal approach to timeboxing is at the core of the Pomodoro technique and this book is filled with advice on how to get started and how to tailor it to your own needs *Summary of The Pomodoro Technique - [Review Keypoints and Take-aways]* PenZen Summaries, 2022-11-29 The summary of The Pomodoro Technique The effective method of structuring your workday into small manageable chunks presented here include a short review of the book at the start followed by quick overview of main points and a list of important take aways at the end of the summary The Summary of The Pomodoro Technique outlines an approach to time management for your workday that is uncomplicated yet

highly efficient By breaking down large or complicated tasks into smaller more manageable chunks this strategy can help you overcome a lack of motivation you may be experiencing You will be able to exert more control over your work if you use these strategies which will result in you being a more productive worker and will make your job more satisfying The Pomodoro Technique summary includes the key points and important takeaways from the book The Pomodoro Technique by Francesco Cirillo Disclaimer 1 This summary is meant to preview and not to substitute the original book 2 We recommend for in depth study purchase the excellent original book 3 In this summary key points are rewritten and recreated and no part text is directly taken or copied from original book 4 If original author publisher wants us to remove this summary please contact us at support mocktime com

Pomodoro Technique: Mastering Productivity With the Pomodoro Technique (The Complete Guide to the Pomodoro Technique for Focus and Productivity) Steven Barraza, 101-01-01 Discover the pomodoro technique a time tested method for maximizing focus efficiency and accomplishment Dive into the history principles and science behind the technique gaining invaluable insights into how to work smarter not harder From setting up your workspace to choosing tasks suitable for pomodoro sessions you ll learn practical strategies for integrating pomodoro seamlessly into your daily routine With step by step instructions actionable tips and real world examples pomodoro power empowers you to reclaim control of your time and achieve more with less effort Whether you re a student professional or entrepreneur this book is your ultimate guide to unlocking your full potential and creating a life you love In this groundbreaking book you ll discover The science behind the pomodoro technique and why it s a game changer for productivity Step by step instructions to implement the technique in your daily life Advanced strategies to customize pomodoro for your unique needs How to overcome common obstacles and stay motivated Real life success stories from professionals who transformed their careers with pomodoro Discover the power of the pomodoro technique in this comprehensive guide to increasing productivity reducing distractions and achieving success in both work and life Learn the origin and history of this simple but effective time management method and discover how it can help you overcome procrastination and stay motivated With step by step instructions for setting up your own pomodoro routine as well as tips for making the most of each session this book is the ultimate resource for anyone looking to maximize their productivity and reach their goals

The Pomodoro Technique Francesco Cirillo, 2018-08-16 Available in bookshops for the first time the internationally acclaimed time management system that has been used by millions written by Francesco Cirillo creator of the Pomodoro Technique We all face the same problem we re constantly busy but we never seem to get anything done We know we should focus on the task in hand but it feels impossible with so many distractions and demands on our time We all need The Pomodoro Technique This deceptively simple tool now being used by more than 2 million people around the world helps us regain control and achieve our goals It transforms both work and home life by splitting days into 25 minute pomodoros which focus our minds and make us far more productive Drawing on more than two decades of refinement and thinking this powerful little book will teach you how to

Work with time Eliminate burnout Manage distractions Create a better work life balance all using only a pen some paper and a timer Start now and join the Pomodoro revolution Fully updated edition with exclusive material on teamwork to make you and your team more dynamic than ever Erfolgsfaktor Zeitmanagement Bewusste Zeitnutzung für weniger Stress im Alltag und Beruf Olaf Fritz, 2019-06-12 Inhalt Stress und Hektik müssen nicht sein mit dem richtigen Zeitmanagement Erfahre in diesem Ratgeber wie Du optimal Deine Zeit verwenden kannst Nach einfachen Überlegungen wirst Du 13 grundlegende Methoden des Zeitmanagements kennenlernen Systematisch angewendet verhilft sie Dir zu weniger Stress im Alltag und mehr Erfolg im Beruf bei dem Autor Olaf Fritz ist Diplom Sozialwissenschaftler IT Systemkaufmann IHK sowie freier Autor Journalist und Insights on Francesco Cirillo's The Pomodoro Technique Swift Reads, 2020-11-09 Download now to get key insights from this book in 15 minutes Francesco Cirillo developed his famed system for improving productivity as a college student 30 years ago Using a kitchen timer shaped like a pomodoro Italian for tomato Cirillo divided the time he spent working on a project into 25 minute intervals with 5 minute breaks in between in order to get more done without interruptions By grouping a number of pomodoros together users can tackle a project of any length and drastically improve their productivity enhance their focus and better achieve their goals Originally self published and shared virally Online this new publication of The Pomodoro Technique includes several new chapters on how teams can use the pomodoro method to save time and increase productivity The process underlying Cirillo's technique includes five stages planning the day's tasks tracking your efforts recording your daily activities processing what you have done and visualizing areas for improvement With this tried and tested method listeners can simplify their work find out how much time and effort a task really requires and improve their focus so they can get more done in the same amount of time each day **Wissenschaftliches Arbeiten und empirische Forschung im Studium Soziale Arbeit** Moussa Dieng, Hartmut Reinke, 2024-04-17 Wissenschaftliches Arbeiten und empirisches Forschen sind für Studierende oft herausfordernd schließlich werden sie meist erst im Studium mit wissenschaftlichen Arbeitsweisen konfrontiert Die Autorinnen und Autoren dieses Buches bieten Studierenden der Sozialen Arbeit Hilfestellungen indem sie die Grundlagen wissenschaftlichen Arbeitens vermitteln Gestaltung Struktur und Durchführung von empirischen Forschungsprojekten erklären und zeigen wie der Schreibprozess gelingt Zudem wird im Buch die Perspektive der Lehrenden also ihre Kriterien zur Bewertung studentischer Arbeiten offengelegt Auf diese Weise entsteht eine praxisnahe Handreichung für Studierende der Sozialen Arbeit die eine wissenschaftliche Abschlussarbeit verfassen oder eigene empirische Forschungsprojekte durchführen Focus Blocking Methods Jade Summers, 2024-11-04 Unlock Your Productivity with Proven Focus Hacks In a world buzzing with endless distractions reclaiming your focus feels like an impossible task Focus Hacks Unlocking Your Productivity Potential brings you powerful methods to silence distractions and supercharge your efficiency Perfect for professionals students and creatives alike this guide dives into science backed techniques to help you regain control over your time and mental energy Highlights include Understanding Distractions

Explore the science behind what breaks your focus and how to avoid it Creating Your Ideal Workspace Learn how to design a distraction free environment Mindfulness Techniques Practical exercises to keep you centered and calm Goal Setting Strategies Use SMART goals to break down complex tasks Essential Tools Apps Discover the best apps for focused uninterrupted work Turn your goals into achievements by mastering the art of focus **Coaching Tools** Leonhart Lowell Laponnel, 2025-02-25 Coaching Tools Coaching Tools That Transform Elevate Your Output Empower your Clients Are you ready to supercharge your coaching practice and create lasting change in your clients lives Whether you re a life coach business coach leadership coach executive coach or therapist this book is your go to resource for mastering essential coaching tools that drive results Coaching Tools is a comprehensive guide packed with practical easily implementable techniques designed to help your clients gain clarity overcome challenges and take meaningful actions This book provides both foundational and advanced coaching exercises integrating psychology emotional intelligence behavioral change models and productivity strategies to empower you as a coach What You ll Learn Inside This Book Goal Setting Clarity Techniques Refined and advanced SMART Goals unlock potential with The Miracle Question and guide clients with the Life Compass Exercise Emotional Intelligence Tools Use Emotion Mapping the Wheel of Emotions and Empathy Building Techniques to enhance self awareness and connection Cognitive Reframing Methods Help clients challenge limiting beliefs shift perspectives and use the ABCDE Method for lasting mindset changes Mindfulness Visualization Teach Guided Visualization Future Self Techniques and Mindful Pause Tools to build resilience and confidence Powerful Questioning Deep Listening Master the 5 Whys Technique Reflective Listening and the Powerful Questions Matrix for breakthrough conversations Behavioral Change Habit Formation Utilize the Stages of Change Model Habit Loop Awareness and Implementation Intentions to drive sustainable transformation Time Management Productivity Hacks Apply the Eisenhower Matrix Pomodoro Technique and Energy Audit Tools to maximize efficiency and focus Relationship Communication Strategies Implement Nonviolent Communication NVC Boundary Setting and Conflict Resolution techniques for better interpersonal dynamics Advanced Feedback Growth Tracking Use the Feedforward Method Self Reflection Prompts and AI Powered Coaching Tools for continuous improvement Why Every Coach Needs This Book Provides a structured hands on approach to coaching mastery Includes actionable exercises for immediate implementation Covers essential coaching models used by top professionals worldwide Perfect for new and experienced coaches looking to refine their techniques Blends traditional coaching methods with modern science backed strategies No matter your coaching niche life coaching business coaching leadership coaching career coaching or wellness coaching this book equips you with the tools you need to help clients achieve breakthroughs and lasting results Perfect for Coaches Therapists and Leaders in Personal Development Whether you re just starting your coaching journey or have years of experience this book will elevate your skills strengthen client relationships and increase your impact Ready to take your coaching practice to the next level Grab your copy of Coaching

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"Reframe Your Mind for Clearer Thinking and Decision-Making" e-book e-Publications,2023-10-06 Reframe Your Mind for Clearer Thinking and Decision Making is an exceptional guide that navigates the intricate landscape of personal development memory enhancement and cognitive empowerment Inspired by the enlightening discussion in this chat this book places a spotlight on the pivotal role of reframing negative thought patterns into powerful positive insights Within the pages of this meticulously crafted guide you will uncover a treasure trove of wisdom and actionable strategies It underscores the significance of thought reframing as a catalyst for transformation in the face of life s challenges The book equips readers with practical techniques to transcend limiting beliefs cultivating a growth mindset that fuels personal growth and accomplishment The journey commences with unraveling the mysteries of memory improvement offering techniques that amplify retention and recall It recognizes that memory is the cornerstone of effective decision making and provides methods to optimize cognitive function By implementing these strategies readers can reduce decision fatigue and make informed choices with crystal clear clarity and unwavering confidence Reframe Your Mind for Clearer Thinking and Decision Making transcends the boundaries of conventional self help literature It doesn t just impart tools to enhance productivity and well being it ushers in a profound transformation in how you perceive and approach personal growth As you immerse yourself in the book you ll encounter thought reframes that challenge negative thinking patterns and illuminate the path toward a brighter more optimistic perspective These reframes serve as guiding stars illustrating the profound power of shifting one s viewpoint Through the pages of Reframe Your Mind for Clearer Thinking and Decision Making you embark on a transformative journey of self discovery empowerment and personal growth This guide is your unwavering companion providing the knowledge and actionable steps necessary to unlock your full potential surmount challenges and lead a life characterized by fulfillment and equilibrium e book 290 pages [6 Practice Tests for IELTS Academic and General Training](#) Kaplan Test Prep,2019-10-15 Kaplan s 6 Practice Tests for IELTS General Training provides printed exams and expert explanations for all four sections of the IELTS General Training test Realistic practice questions personalised performance reports and test like Listening tracks help you face the exam with confidence The Most Practice Six full length practice exams for the IELTS General Training test Practice questions with detailed answer explanations help you build your Listening Reading Speaking and Writing skills Listening tracks for test like practice online Online study plan with personalised score reports to identify your strengths and weaknesses so you can customise your study Expert Guidance Kaplan s expert psychometricians ensure our practice questions and study materials are true to the test We invented test prep Kaplan www kaptest com has been helping students for 80 years Our proven strategies have helped legions of students achieve their dreams Each year hundreds of thousands of people in over 140 countries worldwide take the IELTS exam in order to demonstrate English language proficiency The exam which tests listening reading writing and speaking skills is used

for entrance into universities nonacademic business settings and as a part of immigration applications for permanent residence or citizenship in several English speaking countries The IELTS is an approved English language test for U S and UK naturalization and visa applications Anleitung zur Selbstüberlistung Christian Rieck,2023-11-19 Wir wissen genau was wir tun sollten aber tun etwas v llig anderes Wir schieben die wichtigen Dinge auf und erledigen das Unwichtige Am Ende des Tages fragen wir uns wo der Tag geblieben ist am Ende des Jahres wo das Jahr und am Ende des Lebens Es n tzt nichts sich vorzunehmen etwas zu ndern solange wir nicht die Gesetzm igkeit verstehen die gegen uns arbeitet Mit Hilfe der Spieltheorie lassen sich wie in einem Spiel Reaktionen und Spielz ge unserer Gegenspieler vorhersehen Unter allen m glichen Gegenspielern gibt es einen der besonders heimt ckisch ist wir selbst Der Wirtschaftsprofessor und Experte f r Spieltheorie Christian Rieck dem auf YouTube rund 360 000 Menschen folgen erkl rt in diesem faszinierenden Buch dass viele unserer Handlungen zwar v llig irrational erscheinen in Wahrheit aber rational sind wenn wir die Gegenspieler in unserem Kopf verstehen Diese inneren Agenten stellen uns tagt glich neue Fallen um uns von langweiligen und langfristigen Aufgaben abzuhalten doch wir k nnen Strategien entwickeln um sie zu berlisten Von der Unordnung auf dem Schreibtisch ber die Aufschieberitis bis zur Organisation des Arbeitstags zeigt der Autor verbl ffende Wege auf um unsere eigenen Gegenspieler wirkungsvoll zu berlisten Erfahren Sie wie Sie die richtigen Priorit ten verfolgen gro e Projekte auf handhabbare Aufgaben herunterbrechen Ablenkungen und innere Widerst nde ausschalten und motiviert bleiben sodass Sie spielend leicht vorankommen und jeder Schritt sogar Spa macht In diesem Buch erfahren Sie Warum Sie manchmal v llig unwichtige Dinge tun statt sich um das Wichtige zu k mmern Warum Sie kurz vor der Deadline produktiver arbeiten Warum Prokrastination nichts Schlechtes sein muss Was wir von Computer Spielen f r unser Leben lernen k nnen Wie Sie die richtigen Priorit ten setzen Mit welchen Tricks Sie Versuchungen widerstehen und Ablenkungen ausschalten k nnen Wie Sie optimal arbeiten wenn Sie unter Druck stehen Warum Aufr umen Zeitverschwendung ist Wie Sie Ihren Arbeitsalltag und Ihr B ro optimal einrichten Wie Sie in weniger Zeit mehr erledigen k nnen und dabei motiviert bleiben Wie Sie effizienter vorankommen mehr Zeit haben und weniger gestresst sind **ROLE OF E-RESOURCES AND MIND MASTERING**

STRATEGIES IN EDUCATION J.G.VALAN ARASU,KIRAN MISHRA, This Book Is a result of the the contributions of papers presented during the E conference which aims at having insightful deliberations and discussions on the role of E resources and different techniques to reduce stress so as to prepare the teacher and taught for the future **15 Powerful Study**

Techniques for Effective Learning in 7 Minutes Each Nietsnie Trebla, 15 Powerful Study Techniques for Effective Learning in 7 Minutes Each Unlock your potential and transform your study habits with 15 Powerful Study Techniques for Effective Learning in 7 Minutes Each This practical guide is designed for students professionals and lifelong learners eager to master the art of efficient learning Each technique is thoughtfully crafted to fit into a busy schedule making it easy to enhance your study sessions without overwhelming yourself What You ll Discover Active Recall Reinforce your memory

retention with strategic questioning and retrieval Spaced Repetition Learn the science behind optimal review timing to prevent forgetting Pomodoro Technique Maximize your focus and productivity with time management tips Mind Mapping Visualize complex information for better understanding and recall Chunking Break down overwhelming content into manageable pieces for easier learning SQ3R Master reading comprehension with a structured approach to understanding texts Interleaved Practice Enhance problem solving skills by mixing different subjects and concepts Feynman Technique Simplify tough concepts by teaching them back to yourself Note taking Strategies Organize your thoughts and capture essential information effectively Study Groups Leverage the power of collaborative learning to deepen your knowledge Goal Setting Define clear objectives that guide your study efforts and keep you motivated Self Assessment Regularly test your knowledge to track your progress and identify weaknesses Multisensory Learning Engage multiple senses to reinforce your understanding and retention Visualization Techniques Use mental imagery to envision success and boost confidence Positive Mindset Cultivate motivation and resilience to overcome study challenges Each technique is presented in a concise format taking just 7 minutes to implement allowing you to seamlessly integrate these powerful methods into your daily routine Whether you re prepping for exams mastering new skills or simply looking to improve your knowledge retention this book is your essential companion on the journey to effective learning Step into a world of efficient study and transform your learning experience one technique at a time

Morning Energy Optimization Jade Summers,2024-11-20 Transform your mornings into a powerhouse of productivity Discover the secrets to unlocking your energy mastering your routines and setting the tone for a productive and fulfilling day This guide is packed with actionable tips backed by science to help you reclaim your mornings and conquer your goals with confidence Highlights Understand and align with your circadian rhythms for peak performance Unlock the connection between quality sleep and morning energy Discover breakfast strategies that fuel your body and mind Simple effective morning routines to kickstart your day Proven strategies to boost focus reduce stress and skyrocket productivity Start your journey today and experience the transformation of a lifetime Your best mornings are waiting

365 Tiny Changes to Transform Your Life Vivek Vijayan,2023-12-11 Transform your life one tiny change at a time 365 Tiny Changes to Transform Your Life is more than a book it s a personal revolution bound in pocket sized steps Each page unlocks new potential marrying behavioural science with daily life wisdom Whether you re an entrepreneur racing the clock or a professional climbing the ladder these changes fit seamlessly into your busy schedule What makes this guide unique is its laser focus on small yet impactful shifts Discover how little tweaks like turning off screens for better sleep or using mnemonics to boost memory can yield big results over time These aren t just ideas but stepping stones to the future you Each of the 365 changes discussed in the book draws from rich research personal stories and actionable advice to promote deeper fulfilment every day in the coming 12 months Engage with thoughtful prompts that challenge assumptions and inspire growth from leveraging the 5 second rule to beat procrastination to fostering unity through family rituals Embark

on your transformative voyage armed with tiny seeds for cultivating the life you deserve Beyond typical self help fare 365 Tiny Changes offers a unique infusion of scientifically proven techniques and profound personal insight More than a guide it s your daily companion in writing a new life narrative one small deliberate step at a time Time management Insights

Mansoor Muallim,101-01-01 Chapter 1 The Art of Time Management An Introduction Jammy Hey Canny I m thrilled to have this candid conversation with you about time management It s such an essential skill that can truly transform your life Canny Hi Jammy I m equally excited I ve been struggling to manage my time effectively and I really want to improve Can you give me a glimpse of what time management is all about Jammy Absolutely Canny Time management is the process of planning and organizing how you divide your time between specific activities to make the most of it It s about using your time efficiently to achieve your goals and maintain a healthy work life balance Canny That sounds great Jammy But why is time management so crucial in our lives Jammy Well Canny time is a finite resource We all have the same 24 hours in a day How we use those hours can make a significant difference in our productivity success and overall well being Effective time management allows us to be more productive reduces stress and gives us the freedom to pursue our passions and spend quality time with our loved ones Canny That makes a lot of sense But I often find myself overwhelmed with so many tasks and distractions How can I deal with that Jammy It s a common challenge Canny One of the key aspects of time management is identifying time wasters and distractions Start by prioritizing your tasks and focusing on what truly matters Avoid multitasking as it can decrease productivity and lead to mistakes Instead try time blocking where you allocate specific time slots for different tasks helping you maintain focus and manage distractions better Canny Time blocking sounds interesting I ll definitely give it a try Are there any other fundamental techniques I should know about Jammy Absolutely Another powerful technique is creating a to do list Write down all your tasks for the day week or month and break them into smaller manageable chunks This way you can track your progress and stay on top of your responsibilities Canny I ve tried making to do lists before but they end up feeling overwhelming Any tips for making them more effective Jammy Of course Be realistic with your to do list and set achievable goals Prioritize the most important tasks and if you can t complete everything don t be too hard on yourself It s okay to leave some items for the next day Also celebrate your accomplishments no matter how small they may seem Canny I ll keep that in mind Jammy This conversation has already given me some valuable insights into time management But before we wrap up could you give me some key takeaways from our discussion Key Takeaways Time management is about using your time efficiently to achieve your goals and maintain a healthy work life balance Time is a finite resource so effective time management is crucial for productivity and overall well being Identify time wasters and distractions to better focus on important tasks Consider using time blocking to manage your schedule Create realistic to do lists prioritize tasks and celebrate your accomplishments no matter how small Jammy These takeaways should be your guiding principles as you embark on your time management journey Canny Remember it s all about making small consistent

changes to improve your efficiency and make the most out of your days Canny Thank you Jammy I truly appreciate your guidance and insights I can't wait to put these principles into action and take control of my time Jammy You're welcome Canny I have no doubt that with dedication and practice you'll become a time management pro in no time Feel free to reach out if you ever need further assistance Good luck on your journey Canny Thanks Jammy I'll definitely keep that in mind Until next time

GRASPED Solution Mastery Steven Brough, 2024-02-29 GRASPED Solution Mastery presents an insightful guide into mastering both professional and personal realms through 20 strategic steps This comprehensive manual is designed to empower individuals with actionable strategies for overcoming common challenges enhancing leadership skills and fostering innovation It spans a wide array of topics including effective communication time management financial literacy and personal well-being providing a holistic approach to achieving success What distinguishes GRASPED Solution Mastery The 20 Step Guide to Professional and Personal Triumph is its balanced focus on both professional excellence and personal growth Unlike other guides that may prioritize one over the other this book offers a dual approach that emphasizes the importance of harmonizing career ambitions with personal development Its USP lies in the integrated strategy it proposes providing readers with a roadmap not just for success in business but for fulfillment in life Embark on a transformative journey with GRASPED Solution Mastery where success is not just a destination but a continuous path of growth and achievement This book is your guide through the complexities of modern professional and personal life offering clear actionable steps to navigate towards your goals It invites you to redefine triumph blending strategic insights with practical wisdom to unlock your full potential

Focus Mastery Techniques Jade Summers, 2024-11-06 Unlock the secrets of razor sharp focus In a world full of distractions mastering focus can feel impossible but with Focus Mastery Techniques you'll discover science-backed methods to boost your concentration and productivity From understanding the power of attention to crafting your ideal workspace this book delivers actionable steps to transform how you work and think Highlights include Insights into the science of attention Methods to balance intense focus and creative flow Practical time management techniques Tips for creating a focus-friendly environment Mindfulness and stress relief strategies Get ready to unlock your potential with Focus Mastery Techniques and make every moment count

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