



# Daily Work Routine Management

*Editora FALCONI*

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## **Daily Work Routine Management** Editora FALCONI

Daily Work Routine Management is a text devoted to the operation of any type of organization.

Whether you are operating a small store, a large bank, or a government, the contents of this book will help you apply methods to your daily operation in order to make it more stable and reliable.

During his work with different companies, Prof. Falconi realized the need for a text detailing the process of management of routine operation. So he started working on this book with one objective in mind: to provide an easy-to-understand guide for any person to improve his or her management duty.

From this effort came about a book in which some modern communication techniques were applied, such as the intensive use of diagrams, itemization, and keywords.

This book, which reads quite easily, is applicable to the most diverse areas of the management of production, service, and maintenance, and has certainly been used to improve the results of many companies and governments all over the world.

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