

employee motivation and productivity pdf

employee motivation and productivity pdf resources are essential tools for organizations aiming to enhance workforce efficiency and engagement. These documents provide comprehensive insights into strategies that boost employee morale, increase output, and foster a positive work environment. Understanding the link between motivation and productivity is crucial for managers and HR professionals seeking to implement effective performance improvement plans. This article explores the key concepts, practical techniques, and measurable outcomes associated with employee motivation and productivity. Additionally, it highlights the advantages of utilizing PDF guides and resources to train teams and maintain consistent motivation levels across departments. The following sections will cover theoretical frameworks, motivational strategies, productivity measurement, and the benefits of accessible digital formats.

- The Importance of Employee Motivation in the Workplace
- Key Theories Behind Employee Motivation
- Effective Strategies to Enhance Employee Motivation
- Boosting Productivity Through Motivation
- Measuring Productivity and Performance
- The Role of PDF Resources in Employee Training and Development

The Importance of Employee Motivation in the Workplace

Employee motivation plays a critical role in driving organizational success by directly influencing productivity levels. Motivated employees are more engaged, demonstrate higher commitment, and contribute positively to team dynamics. A motivated workforce reduces turnover rates and fosters innovation, creating a competitive advantage. Understanding the significance of motivation helps employers allocate resources effectively to improve work conditions, recognition systems, and career development opportunities.

Impact on Organizational Performance

Motivation directly impacts the quality of work and efficiency with which tasks are completed. Organizations with highly motivated employees often experience increased profitability and customer satisfaction. Employee motivation encourages proactive problem-solving and accountability, which are essential for long-term sustainability.

Consequences of Low Motivation

Conversely, lack of motivation can lead to absenteeism, decreased morale, and poor performance. Unmotivated employees are less likely to engage in collaborative efforts or contribute innovative ideas, which can stagnate growth and reduce overall productivity.

Key Theories Behind Employee Motivation

Several foundational theories explain how and why employees become motivated. These theories provide a framework for designing effective motivational strategies that organizations can apply to maximize workforce potential.

Maslow's Hierarchy of Needs

Maslow's theory suggests that employees are motivated by a hierarchy of needs, starting from basic physiological requirements to self-actualization. Employers can tailor incentives and work environments to meet these needs progressively, enhancing motivation at each level.

Herzberg's Two-Factor Theory

This theory divides motivators into hygiene factors and motivators. Hygiene factors, such as salary and work conditions, prevent dissatisfaction but do not create satisfaction. Motivators, including recognition and achievement, actively improve motivation and productivity.

Self-Determination Theory

Focusing on intrinsic and extrinsic motivation, this theory emphasizes autonomy, competence, and relatedness as critical elements that influence employee engagement and effort.

Effective Strategies to Enhance Employee Motivation

Implementing targeted strategies can significantly improve motivation levels within the workforce, leading to better productivity and job satisfaction.

Recognition and Reward Systems

Regular acknowledgment of employee achievements through formal and informal rewards boosts morale and encourages continued high performance.

Career Development Opportunities

Providing training, mentorship, and clear career paths helps employees feel valued and invested in the organization's success.

Creating a Positive Work Environment

A supportive culture, open communication, and work-life balance initiatives contribute to employee well-being and motivation.

Employee Involvement and Empowerment

Engaging employees in decision-making and granting autonomy increases their sense of ownership and commitment to company goals.

- Implement performance-based bonuses
- Facilitate skill development workshops
- Encourage team-building activities
- Maintain transparent communication channels

Boosting Productivity Through Motivation

Motivation is a key driver of productivity, influencing how efficiently and effectively employees complete their tasks. Understanding this connection enables management to create environments conducive to

high performance.

Aligning Individual and Organizational Goals

When employees see how their work contributes to overall company objectives, they are more motivated to perform well and meet targets.

Providing Feedback and Support

Constructive feedback and continuous support help employees improve their skills and stay motivated to achieve better results.

Utilizing Technology and Tools

Access to appropriate resources, including software and equipment, reduces barriers to productivity and enables employees to work efficiently.

Measuring Productivity and Performance

Accurate measurement is essential for evaluating the effectiveness of motivation strategies and identifying areas for improvement.

Key Performance Indicators (KPIs)

KPIs such as output quality, completion rates, and customer satisfaction are commonly used to assess employee productivity.

Employee Feedback and Surveys

Gathering insights directly from employees provides valuable information about motivation levels and workplace satisfaction.

Regular Performance Reviews

Periodic evaluations help track progress, set new goals, and reinforce motivation through constructive dialogue.

The Role of PDF Resources in Employee Training and Development

PDF documents serve as accessible and versatile tools for disseminating information on employee motivation and productivity. They offer structured content that can be easily distributed, referenced, and updated.

Advantages of Using PDF Materials

PDFs maintain formatting consistency across devices, allow for easy annotation, and can incorporate multimedia elements to enrich learning experiences.

Implementing PDF Guides in Training Programs

Organizations can utilize PDFs to standardize motivational training, providing employees with clear guidelines, exercises, and case studies that reinforce key concepts.

Accessibility and Convenience

PDFs enable employees to access motivational resources anytime and anywhere, facilitating continuous learning and engagement outside the traditional workplace setting.

Frequently Asked Questions

What are the key factors influencing employee motivation in the workplace?

Key factors influencing employee motivation include recognition and rewards, meaningful work, career development opportunities, supportive management, and a positive work environment.

How can employee motivation impact productivity according to recent studies?

Recent studies show that motivated employees tend to be more engaged, take fewer sick days, show higher creativity, and contribute to better overall productivity and company performance.

What strategies are recommended in PDFs about employee motivation to enhance productivity?

Common strategies include setting clear goals, providing regular feedback, fostering teamwork, offering professional growth opportunities, and ensuring work-life balance.

Are there any effective motivation theories explained in employee motivation and productivity PDFs?

Yes, popular theories like Maslow's Hierarchy of Needs, Herzberg's Two-Factor Theory, and Self-Determination Theory are often discussed to explain how different factors influence employee

motivation.

How can managers use motivation PDFs to improve team productivity?

Managers can utilize insights from motivation PDFs to implement tailored motivational techniques, understand employee needs better, and create an environment that encourages high performance and job satisfaction.

Where can I find reliable PDFs on employee motivation and productivity?

Reliable PDFs can be found on academic websites, professional organizations like SHRM, government labor departments, and platforms like ResearchGate or Google Scholar.

Additional Resources

1. *Drive: The Surprising Truth About What Motivates Us*

This book by Daniel H. Pink explores the science of motivation, revealing that traditional rewards aren't always as effective as we think. Pink introduces the concept of autonomy, mastery, and purpose as key drivers for intrinsic motivation. It's a must-read for managers who want to inspire their teams beyond monetary incentives.

2. *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones*

James Clear offers practical strategies to form habits that boost productivity and motivation over time. The book emphasizes small, incremental changes that compound to create significant improvements in personal and professional life. It's ideal for employees and leaders aiming to enhance their work routines.

3. *The 7 Habits of Highly Effective People*

Stephen R. Covey's classic work presents seven foundational habits that foster personal and professional effectiveness. The book combines principles of character ethics with practical advice to

motivate individuals towards productivity and meaningful success. It remains a cornerstone for leadership and self-improvement.

4. First, Break All the Rules: What the World's Greatest Managers Do Differently

Marcus Buckingham and Curt Coffman challenge conventional management wisdom by presenting insights from Gallup's extensive research. They highlight how great managers motivate employees by focusing on strengths rather than weaknesses. This book is essential for enhancing employee engagement and performance.

5. Smarter Faster Better: The Secrets of Being Productive in Life and Business

Charles Duhigg delves into the science of productivity, illustrating how decision-making and goal-setting shape success. The book offers eight key productivity concepts backed by compelling stories and research. It's a valuable resource for anyone looking to optimize work habits and motivation.

6. Mindset: The New Psychology of Success

Carol S. Dweck introduces the concept of a growth mindset, which encourages embracing challenges and learning from failures. This perspective significantly impacts motivation and productivity by fostering resilience and continuous improvement. It's influential for both personal development and workplace culture.

7. Work Rules!: Insights from Inside Google That Will Transform How You Live and Lead

Laszlo Bock shares lessons learned from Google's innovative approach to motivating employees and boosting productivity. The book offers practical advice on creating a work environment that encourages creativity, transparency, and autonomy. It's particularly useful for leaders aiming to cultivate high-performing teams.

8. Deep Work: Rules for Focused Success in a Distracted World

Cal Newport makes a compelling case for the importance of deep, focused work in achieving high productivity. He provides strategies to minimize distractions and cultivate concentration, which are vital for meaningful accomplishments. This book is essential for employees seeking to enhance their efficiency and motivation.

9. *Motivation Manifesto: 9 Declarations to Claim Your Personal Power*

Brendon Burchard offers a motivational guide that empowers individuals to take control of their lives and work. The book blends personal development with actionable strategies to ignite passion and sustained motivation. It's a powerful read for anyone looking to boost their energy and productivity in the workplace.

Employee Motivation And Productivity Pdf

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Employee Motivation and Productivity: A Comprehensive Guide to Boosting Workplace Performance

This ebook delves into the crucial relationship between employee motivation and productivity, exploring proven strategies to enhance workplace performance and achieve organizational success. Understanding and implementing effective motivation techniques is no longer a "nice-to-have" but a necessity for businesses aiming to thrive in today's competitive landscape. This guide provides practical insights, backed by recent research, to help you cultivate a highly motivated and productive workforce.

Ebook Title: Igniting Performance: A Practical Guide to Employee Motivation and Productivity

Ebook Outline:

Introduction: Defining Motivation and Productivity, Their Interplay, and the Business Case for Investment.

Chapter 1: Understanding Employee Motivation Theories: Exploring Maslow's Hierarchy of Needs, Herzberg's Two-Factor Theory, and Expectancy Theory.

Chapter 2: Identifying and Addressing Motivational Barriers: Recognizing common obstacles like poor management, lack of recognition, and inadequate compensation.

Chapter 3: Practical Strategies for Boosting Employee Motivation: Implementing effective techniques like goal setting, providing regular feedback, fostering a positive work environment, and offering opportunities for growth.

Chapter 4: The Role of Compensation and Benefits: Examining the importance of fair pay,

comprehensive benefits packages, and incentive programs.

Chapter 5: Leveraging Technology to Enhance Productivity and Motivation: Exploring the use of productivity tools, project management software, and communication platforms.

Chapter 6: Measuring and Tracking Employee Motivation and Productivity: Utilizing key performance indicators (KPIs) and data-driven approaches to assess effectiveness.

Chapter 7: Fostering a Culture of Recognition and Appreciation: Highlighting the significance of acknowledging and rewarding employee contributions.

Chapter 8: Building and Maintaining a Positive and Engaging Workplace: Creating a supportive, inclusive, and collaborative environment.

Conclusion: Recap of key strategies, future trends, and a call to action.

Detailed Outline Explanation:

Introduction: This section lays the groundwork by defining employee motivation and productivity, explaining their interconnectedness, and demonstrating the significant return on investment (ROI) that organizations can expect from prioritizing these areas. It sets the stage for the subsequent chapters.

Chapter 1: Understanding Employee Motivation Theories: This chapter explores established motivational theories, providing a framework for understanding what drives employees. It examines Maslow's Hierarchy of Needs, Herzberg's Two-Factor Theory (hygiene factors and motivators), and Expectancy Theory (expectancy, instrumentality, and valence), showing how these theories can inform practical strategies.

Chapter 2: Identifying and Addressing Motivational Barriers: This chapter focuses on identifying common roadblocks to employee motivation, such as poor management practices, lack of recognition, inadequate compensation, insufficient resources, unclear expectations, and a negative work environment. It provides solutions for overcoming these challenges.

Chapter 3: Practical Strategies for Boosting Employee Motivation: This chapter presents actionable strategies to improve employee motivation. This includes goal setting (SMART goals), regular feedback mechanisms (both positive and constructive), creating a positive work environment (promoting collaboration and open communication), providing opportunities for professional development and growth (training, mentorship), and empowering employees.

Chapter 4: The Role of Compensation and Benefits: This chapter emphasizes the importance of competitive salaries, comprehensive benefits packages (health insurance, retirement plans, paid time off), and incentive programs (bonuses, profit sharing) in motivating employees. It explores the impact of fair compensation on morale and retention.

Chapter 5: Leveraging Technology to Enhance Productivity and Motivation: This chapter highlights the use of technology to streamline workflows, improve communication, and enhance productivity. It discusses project management software, communication platforms (Slack, Microsoft Teams), and productivity tools, showcasing how technology can empower employees and reduce administrative burdens.

Chapter 6: Measuring and Tracking Employee Motivation and Productivity: This chapter focuses on quantifiable metrics for measuring the effectiveness of motivation strategies. It explains the use of Key Performance Indicators (KPIs), employee satisfaction surveys, and other data-driven approaches to assess progress and identify areas for improvement.

Chapter 7: Fostering a Culture of Recognition and Appreciation: This chapter stresses the importance of regularly acknowledging and rewarding employee contributions. It explores various recognition methods, including verbal praise, written thank-you notes, awards, promotions, and public acknowledgment.

Chapter 8: Building and Maintaining a Positive and Engaging Workplace: This chapter discusses creating a positive work environment characterized by trust, respect, collaboration, open communication, work-life balance, and inclusivity. It highlights the importance of a strong company culture in driving employee motivation and retention.

Conclusion: This section summarizes the key strategies discussed throughout the ebook, provides a forward-looking perspective on future trends in employee motivation, and offers a call to action encouraging readers to implement the discussed strategies within their own organizations.

Keywords: Employee motivation, employee productivity, workplace motivation, boost productivity, improve employee morale, motivation strategies, employee engagement, team motivation, leadership strategies, performance management, human resource management, organizational behavior, employee retention, workplace culture, compensation and benefits, performance improvement, productivity tools, goal setting, feedback, recognition, employee appreciation, positive work environment.

(Continued in next response due to character limits. The remaining sections - FAQs and Related Articles - will be provided in the following response.)

employee motivation and productivity pdf: One More Time Frederick Herzberg, 2008-07-14
Imagine overseeing a workforce so motivated that employees relish more hours of work, shoulder more responsibility themselves; and favor challenging jobs over paychecks or bonuses. In *One More Time: How Do You Motivate Employees?* Frederick Herzberg shows managers how to shift from relying on extrinsic incentives to activating the real drivers of high performance: interesting, challenging work and the opportunity to continually achieve and grow into greater responsibility. The results? An ultramotivated workforce. Since 1922, Harvard Business Review has been a leading source of breakthrough management ideas-many of which still speak to and influence us today. The Harvard Business Review Classics series now offers readers the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world-and will have a direct impact on you today and for years to come.

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As organisations expand their visions, employees need the motivation to meet and exceed new goals.

Banks shows managers how to reward employees, maintain a positive work environment and open communication, and deal with unmotivated employees.

employee motivation and productivity pdf: The Impact of Motivation on the Performance of Employees Mohammad Faysal Sarker, 2017-10-04 Case Study from the year 2016 in the subject Leadership and Human Resources - Miscellaneous, grade: Merit, , course: MA in Human Resource Management, language: English, abstract: For many years, motivation has been a key indicator of productive employee performance within an organisation, so it has been an area of major concern for the organisation and human resource managers. There are wide ranges of factors related to management, employees, organisation and the workplace which make it a complex and challenging job to motivate employees in an organisation. Therefore, different strategies and methods should be used by the organisation and human resource managers to motivate employees. There are different needs and expectations for an employee to join any organisation. Monetary and non-monetary factors are used by human resource managers to achieve different employee and organisation related objectives. The present research works investigates the impact of motivation on the performance of employees in Ramchandrapur High School. Descriptive method and questionnaires embedded with Likert scale was used as main instruments for collecting necessary data to carry out this research work. Data is collected from the sample size of 50 where faculty members, employee assistants, office helpers, and employees in training and security personnel were included. The critical review of the literature and the quantitative analysis of the survey data pointed that both extrinsic and intrinsic motivational factors play an important role in motivating employees. The study revealed that salary is the most effective motivational factor among various extrinsic and intrinsic motivational factors like job security, advancement in career, the good relationship among co-workers, achievement sense, training and development and sense of recognition. The study further reveals that level of motivation among the employees of Ramchandrapur High School is low as compared to the expectation of employees. Although both extrinsic and intrinsic factors are responsible for motivating employees in an organisation, this study reveals that employees of Ramchandrapur High School are motivated more by extrinsic factors than by intrinsic ones. The management of the school should focus more towards satisfying the extrinsic need of employees to hold the employees for long which subsequently helps to increase the quality of the output produced by it.

employee motivation and productivity pdf: Motivation and Performance Adrian Furnham, Ian MacRae, 2017-02-03 Many organizations approach the issue of employee engagement and motivation by tapping into age, gender and other stereotypes. Motivation and Performance challenges these notions, bringing together evidence that group differences are often exaggerated and that getting to the heart of what really motivates individuals is what's most important. This book is a practical guide to ensuring that organizations consider all motivators - job security as well as the need for personal growth - to improve employee satisfaction, boost organizational productivity and reduce staff turnover. Underpinned by original research, Motivation and Performance features case studies from finance, retail, the public and other sectors to show how the principles of motivating employees apply at all levels of the organization, not just at the leadership level, and how values and motivation can be changed and developed. Complete with a framework for conducting effective visits to front-line locations, it will help HR professionals ask the right questions, choose whether to implement external motivation-building programmes and make a real impact on an employee's desire to progress in the company.

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those interested in advancing our understanding of compensation practices' - Alison Barber, Eli Broad College of Business, Michigan State University Compensation provides a comprehensive, research-based review of both the determinants and effects of compensation. Combining theory and research from a variety of disciplines, authors Barry Gerhart and Sara Rynes examine the three major compensation decisions - pay level, pay structure and pay delivery systems. Revealing the impact of different compensation policies, this interdisciplinary volume examines: the relationship between performance-based pay and intrinsic motivation; implications of individual pay differentials for team or unit performance; the consequences of pay for performance policies; effect sizes and practical significance of compensation findings; and directions for future research. Compensation considers why organizations pay people the way they do and how various pay strategies influence the success of organizations. Critically evaluating areas where research is inconsistent with common beliefs, Gerhart and Rynes explore the motivational effects of compensation. Primarily intended for graduate students in human resource management, psychology, and organizational behaviour courses, this book is also an invaluable reference for compensation management consultants and organizational development specialists.

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employee motivation and productivity pdf: The Progress Principle Teresa Amabile, Steven

Kramer, 2011-07-19 What really sets the best managers above the rest? It's their power to build a cadre of employees who have great inner work lives—consistently positive emotions; strong motivation; and favorable perceptions of the organization, their work, and their colleagues. The worst managers undermine inner work life, often unwittingly. As Teresa Amabile and Steven Kramer explain in *The Progress Principle*, seemingly mundane workday events can make or break employees' inner work lives. But it's forward momentum in meaningful work—progress—that creates the best inner work lives. Through rigorous analysis of nearly 12,000 diary entries provided by 238 employees in 7 companies, the authors explain how managers can foster progress and enhance inner work life every day. The book shows how to remove obstacles to progress, including meaningless tasks and toxic relationships. It also explains how to activate two forces that enable progress: (1) catalysts—events that directly facilitate project work, such as clear goals and autonomy—and (2) nourishers—interpersonal events that uplift workers, including encouragement and demonstrations of respect and collegiality. Brimming with honest examples from the companies studied, *The Progress Principle* equips aspiring and seasoned leaders alike with the insights they need to maximize their people's performance.

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necessary to apply the new science of motivation. Her Optimal Motivation process shows leaders how to move people away from dependence on external rewards and help them discover how their jobs can meet the deeper psychological needs—for autonomy, relatedness, and competence—that science tells us result in meaningful and sustainable motivation. Optimal Motivation has been proven in organizations all over the world—Fowler’s clients include Microsoft, CVS, NASA, the Catholic Leadership Institute, H&R Block, Mattel, and dozens more. Throughout this book, she illustrates how each step of the process works using real-life examples—and offers a groundbreaking answer for leaders who want to get motivation right!

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employee motivation and productivity pdf: *The Talented Manager* A. Furnham, 2012-02-21 In this new collection of articles on talent acquisition and retention, Adrian Furnham, author of *The Elephant in the Boardroom*, offers an engaging and witty look into the world of the talented manager. Based on solid research this book offers a substantial introduction to the importance of talent in the workplace.

employee motivation and productivity pdf: *Intrinsic Motivation* Edward L. Deci, 2012-12-06 As I begin to write this Preface, I feel a rush of excitement. I have now finished the book; my gestalt is coming into completion. Throughout the months that I have been writing this, I have, indeed, been intrinsically motivated. Now that it is finished I feel quite competent and self-determining (see Chapter 2). Whether or not those who read the book will perceive me that way is also a concern of mine (an extrinsic one), but it is a wholly separate issue from the intrinsic rewards I have been experiencing. This book presents a theoretical perspective. It reviews an enormous amount of research which establishes unequivocally that intrinsic motivation exists. Also considered herein are various approaches to the conceptualizing of intrinsic motivation. The book concentrates on the approach which has developed out of the work of Robert White (1959), namely, that intrinsically motivated behaviors are ones which a person engages in so that he may feel competent and self-determining in relation to his environment. The book then considers the development of intrinsic motivation, how behaviors are motivated intrinsically, how they relate to

and how intrinsic motivation is extrinsically motivated behaviors, affected by extrinsic rewards and controls. It also considers how changes in intrinsic motivation relate to changes in attitudes, how people attribute motivation to each other, how the attribution process is motivated, and how the process of perceiving motivation (and other internal states) in oneself relates to perceiving them in others.

employee motivation and productivity pdf: The Role of Motivation on Employee Performance in Public Organization. A Case of Ministry of National Development Planning Hargeisa, Somaliland Mumin Omar, 2019-06-12 Academic Paper from the year 2017 in the subject Leadership and Human Resources - Miscellaneous, , course: Thesis, language: English, abstract: The purpose of this study was to investigate the role of motivation on employee performance in public organization: a case of ministry of national development planning Hargeisa, Somaliland. This study guided by the following research questions. To determine the methods used by employers to motivate employees in the MoNDP, to know the extent that extrinsic motivation affects employees' performance in the MoNDP, To examine how intrinsic motivation affect employees' performance in the MoNDP, To identify how motivation link with employee work performance. This study adopted a descriptive research design. The population of the study was 90 employees' of the MoNDP. A census sampling was done and so the 90 employees constituted the sample size. A structured questionnaire was used to collect the data. The questionnaire was to administer by the researcher. The completed questionnaires were edited for completeness. The data were analyzed using the statistical package for social sciences (SPSS) computer package. The data were interpreted using descriptive statistics through frequencies, percentages and correlation analysis. The findings were presented in the form of tables and figures. The study found out that the ministry uses many different tools to motivate its employees. These include; payments on time, employee rotation within the ministry and salary provision. However, the study also found out that NDP does not use provide fringe benefits to its employees. It was also found out that ministry doesn't pay its workers according to the amount of work they have done also when employees meet targets ministry doesn't provide bonuses the ministry does not carry out training of its employees. The study also found out that the organization does not make sure that that employee's work is challenging or involve them in decision making as a way of motivating them. The research results indicated that there is a positive correlation between motivation and work performance. This means that changes in one variable are strongly correlated with changes in the second variable. Pearson's r is .440**. This number is very close to one. For this reason, we can conclude that there is a strong relationship between motivation and employee performance variables

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a big one, Gallup's research and experience have discovered. In particular, organizations have been slow to adapt to breakneck changes produced by information technology, globalization of markets for products and labor, the rise of the gig economy, and younger workers' unique demands. Gallup's 2017 State of the Global Workplace offers analytics and advice for organizational leaders in countries and regions around the globe who are trying to manage amid this rapid change. Grounded in decades of Gallup research and consulting worldwide -- and millions of interviews -- the report advises that leaders improve productivity by becoming far more employee-centered; build strengths-based organizations to unleash workers' potential; and hire great managers to implement the positive change their organizations need not only to survive - but to thrive.

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