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Class Central Course Name Start Date Rating AD Harvard's VPAL FinTech Online Short Course. 6-Weeks Online via GetSmarter Flexible Programming for Everyone (Getting started with Python) Coursera 19 hours worth of material, 7 weeks of 19 hours of material, 7 weeks for 26 Oct, 2020 University of California, San Diego Learning How to Learn: Powerful mental tools to help you master difficult subjects Coursera 3-4 hours a week, 4 weeks long 3-4 hours a week, 4 weeks long // 2nd Nov, 2020 Python Data Structures 9 November 2020 Understanding Dementia Independent 3 hours a week, 7 weeks 3 hours a week, 7 weeks long 16 February 2021 Mindshift: Break down obstacles to learning and discover your hidden potential coursera 10 hours worth of material, 4 weeks long 10 hours of material, 4 weeks 16 Nov, 2020 Prevention dementia independently 2 hours a week, 4 weeks 2 hours a week, 4 weeks long // 6 Oct, 2020 Using Python to Access Web Data Coursera 19 hours worth of material, 6 weeks long 19 hours worth of material, 6 weeks long 26 Oct, 2020 An introduction to interactive programming in Python (Part 1) Coursera 7-10 hours per week, 5 weeks 7-10 hours per week, 5 weeks long // 9 Nov, 2020 Using of databases with Python Coursera 14 hours worth of material, 5 weeks long 14 hours worth of material, 5 weeks long 26 Oct, 2020 English in early childhood: Language learning and development FutureLearn 2 hours per week, 6 weeks 2 hours a week, 6 weeks 5 Oct, 2020 AD Thayer School of Engineering at Dartmouth Professional Certificate in Data Science via EMERITUS 3 December 2020 English for the Workplace FutureLearn 2 hours a week, 4 weeks 2 hours a week, 4 weeks Self pace Understanding IELTS: Listening FutureLearn 3 hours a week, 3 weeks long 3 hours a week, 3 weeks long November 23, 2020 Nutrition, Exercise and Sport edX 4-8 hours per week, 6 weeks 4-8 hours a week, 6 weeks long // Self pace Exploring English: Language and Culture FutureLearn 2 hours a week, 6 weeks 2 hours a week, 6 weeks Self Understanding pace IELTS: Reading FutureLearn 3 hours a week, 3 weeks 3 hours a week, 3 weeks 19 Oct, 2020 University of Helsinki, Reaktor Education elements of AI Independent 5-10 hours per week, 6 weeks of 5-10 hours a week, 6 weeks long Self paced Understanding Clinical Research: Behind the Statistics Coursera 28 hours worth of material, 6 weeks long 28 hours worth of material, 6 weeks long 2nd Nov, 2020 Technische Universität Munich (Technical University of Munich) Six Sigma: Define and measure edX 3-4 hours per week, 8 weeks 3-4 hours a week, 8 weeks long // Self pace learning How To Learn for Youth Coursera 4-5 hours per week, 3 weeks 4-5 hours a week, 3 weeks long // 30 Oct, 2020 Presentation skills : Design presentation Slides worth material, 4 weeks of 307 hours worth of material, 4 weeks long // 9 November, 2020 Indian School of Business A Life of Happiness and Fulfillment Coursera 2-3 hours per week, 6 weeks long 2-3 hours per week, 6 weeks long // 16 Nov, 2020 AD Cornell University Product Management Certificate via eCornell Flexible Understanding IELTS: Speak 19 Oct, 2020 Mountains 101 Coursera 18 hours worth of material, 12 weeks long 18 hours worth of material, 12 weeks long // November 9, 2020 Understanding IELTS: Writing FutureLe 3 hours a week, 3 weeks 3 hours a week, 3 weeks long November 23, 2020 University System of Maryland, University of Maryland, College Park Scrum Applied for Agile Project Management edX 2-3 hours per week, 4 weeks 2-3 hours a week, 4 weeks Self pacing Exploring English: Shakespeare FutureLearn 2 hours a week, 6 weeks 2 hours a week, 6 weeks Self paced Python for Everybody Coursera Specialization 2 hours a week 3 hours a week, 35 weeks 3 hours a week, 35 weeks long Machine Learning Coursera 5-7 hours per week, 11 weeks 5-7 hours per week, 11 weeks long // 9 November, 2020 Technische Universität Munich (Technical University Munich) Lean Production edX 3-4 hours per week, 6 weeks long 3-4 hours per week, 6 weeks long // Self pace Nutrition and Health: Human Microbiome edX 3-5 hours per week, 6 weeks long 3-5 hours per week, 6 weeks long Self paced Technische Universität Munich (Technical University of Munich) Six Sigma : Analyze, improve, monitor edX 3-4 hours per week, 8 weeks for 3-4 hours a week, 8 weeks long // Self paced The University of Sheffield How to succeed on: Interviews FutureLearn 3 hours a week, 3 weeks long 3 hours a week, 3 weeks long 3 November, 2020 AD Wharton School of the University of Pennsylvania Business Analytics via EMERITUS 6 November, 2020 Teaching for Success: Lessons and Teaching FutureLearn 2 hours a week, 6 weeks 2 hours a week, 6 weeks Self paced The University of Sheffield Forensic Facial Reconstruction: Finding Mr. X FutureLearn 2 hours a week, 2 weeks 2 hours a week, 2 weeks Self paced The University of Sheffield How to Succeed at : Writing Applications FutureLearn 3 hours a week, 3 weeks 3 hours a week, 3 weeks 9 November 2020 The Hong Kong University of Science and Technology Matrix Algebra for Engineers Coursera 3-4 hours a week, 4 weeks 3-4 hours a week, 4 weeks long // 2 November, 2020 University System of Maryland, University of Maryland, College Park Agile Leadership Principles and Practices edX 2-3 Hours A Week, 4 Weeks 2-3 Hours A Week, 4 Weeks Self Paced Universitat Politècnica de València Basic Spanish 1: Getting started edX 4-5 hours a week, 7 weeks for 4-5 hours a week, 7 weeks self paced presentation skills: Speechwriting and Storytelling 461 hours worth of material, for 6 weeks hours worth of material, 6 weeks long // 26 Oct, 2020 R Programming coursera 7-9 hours per week, 4 weeks 7-9 hours a week, 4 weeks long // 2 November, 2020 What is a mind? FutureLearn 3 hours a week, 6 weeks 3 hours a week, 6 weeks 9 Nov, 2020 Online Learning Campus - World Bank Group The Future of Work: Preparing for disruption edX 3-5 hours per week, 5 weeks 3-5 hours a week, 5 weeks Long Self-Study Young Learning Young Students Online FutureLearn 3 hours a week, 3 weeks 3 hours a week, 3 weeks long 11 January, 2021 AD MIT Sloan School of Management Applied Business Analytics via EMERITUS 19 November, 2020 Teaching for Success: the Classroom and the World FutureLearn 2 hours a week, 5 weeks 2 hours a week, 4 weeks selfed Newcastle University, The University of Sheffield, University of Liverpool The Musculkeletal System : The Science of Staying Active into Old Age FutureLearn 3 hours a week, 3 weeks 3 hours a week, 3 weeks of Self-study, Heart Disease and diabetes edX 6-8 hours per week, 5 weeks 6-8 hours a week, 5 weeks self paced teaching for Success: Learning and learning FutureLearn 2 hours a week, 4 weeks 2 hours a week, 4 weeks Self pace Introduction to programming with MATLAB Coursera 4-6 hours per week, 9 weeks 4-6 hours a week, 9 weeks long // 2nd Nov, 2020 Marketing Digital: Content & Community Manager edX 3-4 hours per week, 5 weeks 3-4 hours per week, 3-4 hours a week, 2 5 weeks long // Self pace Nutrition and Health: Macronutrients and Overnutrition edX 6-8 hours per week, 9 weeks for 6-8 hours a week, 9 weeks long // Self paced Load more Load the next 50 courses of 9950 Or, as President Reagan might say, throw the little ones back. A violation of the four-ounce standard occurs when the average of the total weights of the 10 smallest scallops in all one-pint samples taken does not meet the four-ounce standard. If a violation of the four-ounce standard is found under those undeclared scallops of a particular vessel and is treated as a separate entity for sampling purposes, the entire quantity of scallops in possession or control will be considered in violation. If a violation of the four ounce standard is found under scallops owned by a dealer/processor, only scallops treated as a separate entity for sampling (i.e. the total quantity of scallops, of which up to 10% have been taken as samples) are considered as a separate entity for sampling purposes (i.e. the total quantity of scallops, the total quantity of which up to 10% of scallops have been taken as samples) shall be considered as in breach.. -- From a final rule by the U.S. Department of Commerce, as of January 1, 1986. Last updated October 20, 2020 You have a deadline coming up. However, instead of doing your job, you are fiddling with various things like checking email, social media, watching videos, browsing blogs and forums. You know you should be working, but you just don't feel like doing anything. We're all with the procrastination phenomenon. If we delay, we waste our free time and postpone important tasks that we should do until it is too late. And if it's indeed too late, we'll panic and we'd like to get started sooner. The chronic procrastinators I know have spent years of their lives in this cycle. Procrastinate, postpone things, slacken, hide from work, only face it when it is inevitable, and then repeat this loop again. It is a bad habit that eats away at us and prevents us from achieving better results in life. Don't let procrastination take over your life. Here I will share my personal steps on how to stop procrastinating. These 11 steps will certainly also apply to you:1. Break your work in small stepsPart of the reason we procrastinate is because we subconsciously find the work too overwhelming for us. Break it up into small parts, then focus on a part at the moment. If you are still procrastinating on the task after breaking down, then break it even further. Soon your task will be so simple that you will think gosh, this is so simple that I might as well just do it now!. For example, I'm currently writing a new book (on How to Achieve Something in Life). Writing book at full scale is a huge project and can be overwhelming. However, when I break it down into stages such as - (1) Research (2) Deciding on the subject (3) Making the sketch (4) Drawing up the content (5) Writing chapters #1 to #10, (6) Review (7) etc. Suddenly it seems very manageable. What I do then is focus on the immediate phase and let it do to the best of my ability, without thinking about the other phases. When it's done, I'll move on to the next one.2. Change your environmentDifferent environments have different influences on our productivity. Look at your desk and your room. Do they want to work or do they let you cuddle and sleep? If it's the latter, you should look at changing your workspace. One thing to note is that an environment that makes us inspired before can lose its effect after a period of time. If that's the case, then it's time to change things. See steps #2 and #3 of 13 strategies to start your productivity, which talk about refreshing your environment and workspace.3. Create a detailed timeline with specific deadlinesIt having only 1 deadline for your work is like an invitation to postpone. That's because we get the impression that we have time and keep pushing everything back until it's too late. Break down your project (see tip #1), and then create a general timeline of specific deadlines for each small task. This way, you know that you can do every task date must complete. Your timelines also need to be robust - i.e. if you don't finish this today, it will jeopardize everything you've planned after that. This way creates the urgency to act. My goals are divided into monthly, weekly, right down to the daily to-do lists, and the list is a call to action that I must achieve by the specified date, otherwise my goals will be deferred. Here are more tips on setting deadlines: 22 Tips for effective deadlines4. Eliminate your procrastination pit-stopsIf you put off a little too much, maybe that's because you make it easy to set. Identify your browser bookmarks that take up a lot of your time and move them to a separate folder that's less accessible. Turn off the automatic notification option in your email client. Get rid of the distractions around you. I know some people will get out of the way and delete or deactivate their Facebook accounts. I think it's a little drastic and extreme when addressing procrastination behavior is more about being aware of our actions than countering it through self-binding methods, but if you feel that's what's needed, go for it.5. Hang out with people who inspire you to take actionI'm pretty sure if you only talk to Steve Jobs or Bill Gates for 10 minutes, you're more inspired to act than if you haven't done anything for 10 minutes. The people we're with influence our behavior. Of course spending time with Steve Jobs or Bill Gates every day is probably not a viable method, but the principle holds -- The hidden power of every person around Youidentify the people, friends or colleagues who trigger you -- probably the go-getters and hard workers -- and hang out with them more often. Soon you will also inculcates their drive and mind. As a personal development blogger, I hang out with inspiring personal development experts by reading their blogs and corresponding with them regularly via email and social media. It's communication through new media and it all works the same.6. Getting a BuddyHaving companion makes the whole process much more enjoyable. Ideally, your buddy should be someone who has his/her own goals. You hold each other accountable for your goals and plans. While it is not necessary for both of you to have the same goals, it will be even better if that is the case, so that you learn from each other. I have a good friend with whom I talk regularly, and we always ask each other about our goals and progress in achieving those goals. Needless to say, it encourages us to continue to take action.7 Tell others about your goalsThis serves the same function as #6, on a larger scale. Tell all your friends, colleagues, acquaintances and family about your projects. When you see them now, they will ask you questions about your status on those projects. For example, sometimes I announce my projects on The Personal Excellence Blog, Twitter and Facebook, my readers will ask me about them on a permanent basis. It's a great way to hold myself accountable for my plans.8. Look up Who has already achieved the resultWhat is it that you want to achieve here, and who are the people who have already achieved this? Go look them up and connect with them. Seeing the living proof that your goals are very achievable when you take action is one of the best triggers for action. 9. Clarify your goalsif you delay for an extended period of time, this may reflect a misalignment between what you want and what you are currently doing. Often we outgrow our goals as we discover more about ourselves, but we don't change our goals to reflect that. Get away from work (a short vacation will be good, otherwise just a weekend away or staycation will do too) and take some time to regroup yourself. What exactly do you want to achieve? What do you have to do to get there? What are the steps that need to be taken? Does your current work match that? If not, what can you do about it?10. Stop Over-Complicating ThingsBen you waiting for a perfect time to do this? That might not be the best time now because of X, Y, Z reasons? Dump that thought because there's never a perfect time. If you keep waiting for it, you'll never achieve anything. Perfectionism is one of the biggest reasons for procrastination. Learn more about why perfectionist tendencies can be a curse rather than a blessing: Why being a perfectionist might not be so perfect.11 Get a Grip and Just Do It At the end, it comes down to taking action. You do all the strategizing, planning and hypothetical, but if you don't take action, nothing happens. Occasionally I get readers and customers who keep complaining about their situations, but they still refuse to take action at the end of the day. Reality check:I have never heard anyone delay their path to success before and I doubt it is going to change in the near future. Whatever it is that you're putting off, if you want to get it done, you need to get a grip on yourself and do it. Bonus: Think Like a RhinoMore Tips for procrastinators to start taking ActionFeatured photo credit: Malvestida Magazine via unsplash.com unsplash.com

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