

Improving Business Processes Pocket Mentor Pdf

Leading Teams

2006 Harvard Business School Press This user-friendly guide presents the proven strategies of top experts on creating and guiding effective work teams From recruiting and motivating members to setting ground rules and mediating problems, Leading Teams arms managers with a step-by-step plan and practical tools for maximizing productivity in any team setting. Key features Instructs readers how to: Organize a team with complimentary skills Clarify team goals, roles, and responsibilities Foster trust, creativity, and risk-taking Get teams back on track after a setback Collaborate to achieve team objectives

Focusing on Your Customer

2010-11-04 Harvard Business Review Closing individual sales, in most businesses, is not enough for success. Success depends on developing profitable lifetime relationships with customers. But gaining customer loyalty requires hard work, care, and attentiveness. In this book, you'll learn to assess the lifetime value of a customer, and why it makes sense to build loyalty among your target customers. You'll also learn to: - Understand the service-profit chain - Leverage the interrelationships among customer satisfaction, customer loyalty, employee capability, and company profitability - Build and refine a process for delivering extraordinary value to your customers

Business Process Mapping

2009-07-07 J. Mike Jacka Praise for Business Process Mapping IMPROVING Customer Satisfaction SECOND EDITION "A must-read for anyone performing business process mapping! This treasure shares step-by-step approaches and critical success factors, based on years of practical, customer-focused experience. A real winner!" —Timothy R. Holmes, CPA, former General Auditor, American Red Cross "Paulette and Mike make extensive use of anecdotes and real-life examples to bring alive the topic of business process mapping. From the outset, this book will engage you and draw you into the world of business process mapping. Who would have thought that reading about business process mapping could make you smile? Well, Mike and Paulette can make it happen! Within each chapter, the authors provide detailed examples and exhibits used to document a process. Each chapter also includes a 'Recap' and 'Key Analysis Points' which enable the reader to distill the highlights of the chapter." —Barbara J. Muller, CPA, CFE, Senior Lecturer, School of Accountancy, W. P. Carey School of Business, Arizona State University "Keller and Jacka cut through the drudgery of process mapping with a path-breaking approach that enables the reader to better understand processes, how they work and how they work together toward successful achievement of business objectives. With great style and flair, this book will provide you with a different way of thinking and new tools to assist you in process analysis and improvement. This book is a must-read for auditors, risk managers, quality improvement management, and business process engineers." —Dean Bahrman, VP and Internal Audit Director (Retired), Global Financial Services Companies "Mike Jacka and Paulette Keller show their expertise with the application of business process mapping in increasing customer service and satisfaction in this updated and expanded edition of this popular book. With clear, practical examples and applications, this book shows the writing talents of both authors, and it will be used over and over by those from all lines of industries and professions. Kudos for a job well done!" —Joan Pastor, PhD, Founding Partner, Licensed Industrial-Organizational Psychologist, JPA International, Inc., Beverly Hills, California

Electronic Commerce

2015-01-29 Efraim Turban Throughout the book, theoretical foundations necessary for understanding Electronic Commerce (EC) are presented, ranging from consumer behavior to the economic theory of competition. Furthermore, this book presents the most current topics relating to EC as described by a diversified team of experts in a variety of fields, including a senior vice president of an e-commerce-related company. The authors provide website resources, numerous exercises, and extensive references to supplement the theoretical presentations. At the end of each chapter, a list of online resources with links to the websites is also provided. Additionally, extensive, vivid examples from large corporations, small businesses from different industries, and services, governments, and nonprofit agencies from all over the world make concepts come alive in Electronic Commerce. These examples, which were collected by both academicians and practitioners, show the reader the capabilities of EC, its cost and justification, and the innovative ways corporations are using EC in their operations. In this edition (previous editions published by Pearson/Prentice Hall), the authors bring forth the latest trends in e-commerce, including social businesses, social networking, social collaboration, innovations, and mobility.

Sustainable Business Performance and Risk Management

2020-02-21 Ruxandra Maria Bejinariu In this book Ruxandra Maria Bejinariu introduces an innovative approach related to improving the risk assessment process by using unexploited methods that have been mainly used in limited areas of business and identifying both threats and opportunities that can be generated as a result of risk materialization. The study can offer possibilities of improving the risk assessment process with a direct impact on increasing the organizations' risk appetite and sustainable performance.

The Power of Business Process Improvement

2010-02-17 Susan Page Baffled by repeated mistakes in your department? Want to focus your employees' limited time on more valuable work? The answer to these challenges and more is business process improvement (BPI). Every process in every organization can be made more effective, cost-efficient, and adaptable to changing business needs. The good news is you don't need to be a BPM expert to get great results. Written by an experienced process analyst, this how-to guide presents a simple, bottom-line approach to process improvement work. With its proven 10-step method you can: Identify and prioritize the processes that need fixing * Eliminate duplication and bureaucracy * Control costs * Establish internal controls to reduce human error * Test and rework the process before introducing it * Implement the changes Now in its second edition, The Power of Business Process Improvement is even more user-friendly with new software suggestions, quizzes, a comparison of industry improvement methods, and examples to help you apply the ideas. Whether you are new to BPI or a seasoned pro, you will have business running better in no time.

Thinking Strategically

2010-06-17 Harvard Business School Press As a manager, you will face complex decisions without easy answers. How do you examine situations from a broad perspective and develop solutions that benefit your organization? This book will help you: - Understand what strategic thinking is and why it's valuable - Recognize the personal traits, behaviors and attitudes, and cognitive capacities that strategic thinkers demonstrate - View strategic thinking as a process - Apply seven strategic thinking skills?seeing the big picture; clarifying strategic objectives; identifying relationships, patterns, and trends; thinking creatively; analyzing information; prioritizing your actions; and making trade-offs

Developing a Business Case

2010-12-02 Harvard Business Review How do you decide on the best course of action for your company to take advantage of new opportunities? By building a business case. This book provides a framework for building a business case. You'll learn how to: Clearly define the opportunity you'll want to address in your business case Identify and analyze a range of alternatives Recommend one option and assess its risks Create a high-level implementation plan for your proposed alternative Communicate your case to key stakeholders

Improving Business Processes

Improving Business Processes Pocket Mentor Pdf upload Herison d Grant

2010-08-01 Harvard Business Review In challenging times, companies must serve their customers faster and more efficiently. This makes improving your business processes more critical than ever. In this book, you'll learn key steps for carrying out a business process improvement initiative, including how to: - Plan a business process improvement initiative -Analyze and redesign a current process that needs improvement -Obtain the resources needed to change a process -Develop a systematic approach for creating and implementing change

Sustainable Business Processes in Global Companies

2019-10-01 Vanessa Just In this thesis Vanessa Just casts an innovative light upon the current perspectives and the future trends related to sustainable business processes in global companies. Developing sustainable business processes in the present changing and challenging environment represents an up-to-date issue of high importance for both the academic and business environment. The thesis raises awareness among entrepreneurs and managers not only about developing sustainable business processes, but also about continuously improving them.

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INTRODUCTION Improving Business Processes Pocket Mentor Pdf (2023)

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Liberation improving business processes pocket mentor pdf:Is Acupuncture The Remedy for You?

With the growing acceptance of alternative medicine in Western cultures, acupuncture is quickly becoming a popular practice. More and more people today are choosing acupuncture over western medicine to treat bodily pains, relieve stress, or to promote overall health. If you are thinking about trying acupuncture but are wondering if it is safe or if it's the right treatment for you, the following information may aid you in making a more informed decision.

Description and Origin

Acupuncture is the practice of inserting fine needles into specific points in the body for therapeutic purposes. According to theory, these specific points called "acupuncture points" lie along pathways of the body along which one's vital energy is said to flow. The needles are used to promote free-flow of energy in areas of the body that circulation may have stagnated. Although acupuncture is practiced in many Asian cultures such as Japan, Tibet, and Korea the practice is commonly known to have originated in China.

Opportunity improving business processes pocket mentor pdf:Eight Myths About Acupuncture

There are a lot of myths with regards to acupuncture. Some of these are true; others are silly while the rest only have a half truth. As you read on, you will learn which ones are worth believing.

The first myth is that acupuncture is painful. This is not true because those who have tried it claimed they only experienced a tiny prick while others did not feel anything at all. There is no tissue damage when the needle is inserted into the skin or pulled out and only in very rare cases are there traces of bruising.

The second myth is that you can get hepatitis or AIDS from acupuncture. This is true only if the needles used are not sterilized. In the US, this will never happen because acupuncturists are required to use disposable needles thus you are not at risk from these two diseases.

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Acupuncture Degrees

If you want to pursue a career in acupuncture, you need to obtain a degree and become a licensed professional.

This can easily be accomplished in three years of schooling from an accredited alternative medicine school which prepares students in the various acupuncture techniques to treat illnesses resulting from allergies, occupational stress, emphysema, gastrointestinal stress, arthritis, headaches, depression, and hypertension to name a few.

Students who enroll in such courses will be taught through demonstration, discussion and hands on application.

*Curse improving business processes pocket mentor pdf ___***Facial Acupuncture**

Looking beautiful both inside and out is something we all want to achieve. Since your face is ridden with emotion and hormonal issues, you have to take care of it. Fortunately, there is a technique that can do that using painless mini needles and this is better known as facial acupuncture.

Facial acupuncture is a painless procedure that renews not only the face but the body as well. This is because it can erase lines and eye bags making you look younger. At the same time, it can also help clear up pimples and acne.

For this to work, fine needles are placed in acupuncture points on the eyes, face and neck to stimulate the person's natural energies. As a result, this also improves your facial color.

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Acupuncture in the Western World

One of the most debated issues between the East and the West is the use of acupuncture as a western means of medical treatment. Even though this form of medicine has been used as an effective method for over five thousand years in China, there is no concrete evidence from scientific research studies that have proven the healing properties of acupuncture.

Skeptics shrug off the positive effects of acupuncture as merely placebo effects. Believers in acupuncture, however, say that the benefits have simply not yet been proven. Believers promote that the treatment is harmless and can be used as a complement to western medicine.

Solutions improving business processes pocket mentor pdf Acupuncture Could Help You Finally Manage Your Stress Levels

Today's world can fill the very busy individual with a lot of stress. Without some way of removing this stress from your system, you're placing yourself in danger from a lot of stress-related diseases. You might suffer from insomnia or headaches or very serious heart diseases.

You could take anti-stress pills to help you relax but, like me, you might also be worried about the side effects these pills could have. The good news is that you could try acupuncture at least once to see if it could help you manage the stress. It certainly couldn't hurt to try acupuncture if all you're after is stress relief.

If you find it doesn't work for you, then you can just easily stop taking acupuncture treatments. If it works, though, then you can say you've found a good treatment for stress that doesn't rely on those dangerous chemicals and pills.

Life Lessons from improving business processes pocket mentor pdf-Acne in Adolescents

Acne is one of the most common problems in adolescent teens affecting nearly seventeen million people in the United States. Acne is nothing but a disorder involving sebaceous glands and hair follicles. Acne results from the clogging of sebaceous glands leading to the formation of pimples and cysts. The condition usually begins with the onset of puberty. Going by the facts, as teens attain puberty the androgens also called male sex hormones are produced in high number leading to sebaceous glands becoming over active which results in sebum being produced in high proportions.

Sebum, which is nothing but oil is produced by sebaceous glands which travel to the skin surface through hair follicles. But, skin cells block the follicles which results in oil also being blocked. When these hair follicles are blocked it results in the development of skin bacteria known as Propionibacterium Acnes within the follicles which in turn results in swelling of the skin called Acne. If the hair follicles are partially blocked it results in blackheads. If the follicles are completely blocked they result in whiteheads. But if these plugged follicles are not treated they ultimately burst causing the oil, bacteria and skin cells to spill all over the skin resulting in irritation and formation of pimples. Acne can be shallow as well as deep in various individuals depending on the nature of skin and amount of oil produced.

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It cannot be argued that an accounting staff is needed to ensure the company's success. Without them, the success of the business is not guaranteed. So the owner of the business should choose the best accounting staff. That way, all the financial transactions and decisions are noted and studied. Only then can the company gain profits.

Profit & loss is just a simple accounting term. Aside from the term, you also learned about net earnings, net income, net worth, dividends, etc.

observation improving business processes pocket mentor pdf There can be various causes why Acne forms. Apart from rising hormone levels due to puberty it can also be attributed to certain other factors like intake of drugs which contain lithium, barbiturates and corticosteroids. Acne can also be caused due to excess grease and oil in the scalp, due to cooking oil and use of some cosmetics can actually alleviate the acne problem. Acne problem many times is inherited also. Acne problem is worsened if the pimples are squeezed or scrubbed too hard.

Acne can form at any place of the body but they most commonly form in the areas where there are sebaceous glands present in high proportions like face, chest, shoulders, neck and upper back. The symptoms may differ from person to person but commonly seen symptoms are: formation of blackheads, whiteheads, lesions filled with pus and which are very painful and lastly nodules. One may get confused sometimes as symptoms of acne may be like some other skin condition and it is always advised to consult a doctor in this scenario.

There are lots of treatments available today to treat acne. The primary goal of the treatment is to reduce scars and better appearance. There are various treatments and the doctor decides which specific treatment you need based on: the extent of acne problem, age, medical history, overall health, tolerance to specific medications and procedures, expectations and last but not the least what patients prefer.

Miracle improving business processes pocket mentor pdf Although there are no studies which prove that one technique is better than the other, some patients are more comfortable with one type over the other.

Another question you should ask and discuss further is the length of the treatment. Patients who are suffering from a chronic illness will have to be treated over a period of months before any improvements can be seen. This will help you plan your schedule since you need to go to the clinic 2 to 3 times weekly.

The acupuncturist just like a medical doctor is there to help you get better. If you don't see any progress with this person, perhaps you should seek the help of another specialist.

What is Acupuncture?

What is acupuncture? It is a form of holistic healthcare that is used to prevent and treat certain diseases as well as relieve pain and anesthetize patients for surgery. Research shows that this began in China and has been practiced for more than 5,000 years.

Power improving business processes pocket mentor pdf

In some cases, acupuncture is more effective when the needles are first heated. This technique is known as "moxibustion." Here, the acupuncturist lights a small bunch of the dried herb called moxa or mugwort and holds it above the needles. The herb, which burns slowly and gives off a little smoke and a pleasant, incense-like smell, will never directly touch your body.

Another variation is electrical acupuncture. Here, electrical wires are hooked up to the needles and a weak current runs through it which may cause no or little sensation at all.

It is also possible that herbal medications will also be prescribed by the acupuncturist for your treatment to be successful.

Revenge improving business processes pocket mentor pdf-Treatment of acne is classified into topical and systemic drug therapies which are given based on extent of severity. In some instances the combination of both the methods might be the way to go for acne treatment. Topical medication is nothing but creams, gels, lotions, solutions etc. prescribed to patients for acne treatment. Some of the examples of topical medication are: Benzoyl Peroxide which kills the Propionibacterium Acnes bacteria, antibiotics helps in stopping or slowing down the growth of the bacteria and also reduces inflammation, Tretinoin helps in stopping the formation of new acne lesions and Adapalene reduces formation of comedo. Systemic drug therapies involve prescription of systemic antibiotics primarily for the treatment of acne problem which is moderate to severe in nature. The examples of antibiotics prescribed are Doxycycline, erythromycin and tetracycline. In some cases an oral drug called Isotretinoin is prescribed for teenagers with severe acne problem which shrinks down the sebaceous glands that produce oil. The results are pretty good and almost ninety percent of the adolescents have success with this oral drug. But the drug has some serious side-effects and thus it is very important that one consults a doctor before use.

Adolescent Pregnancy

Adolescent pregnancy in ninety nine percent of the cases is unwanted and is the major consequence of adolescent sexual activity, other than STDs. This issue has affected youth, families, educators, health care professionals, and government officials. A study on the high school adolescents has concluded that forty eight percent of the males and forty five percent of the females are sexually active. One fourth of the high school students had sexual contact by fifteen years of age. The average age of boys is sixteen and a girl is seventeen, who have had intercourse. Ninety percent of adolescents, in the age range of fifteen to nineteen, say their pregnancy is unintended.

Review improving business processes pocket mentor pdf;Cholesterol screening helps to determine the cholesterol and fat levels in the blood. Children and adolescents with normal cholesterol level is a thing of the past. Because of the changing lifestyle and junk food trend, even they have a high risk to develop high levels of cholesterol which also increases the risk of developing heart diseases which can affect the blood vessels and the coronary arteries. The main cause of this change is obesity, junk food high in fat, fast food diets, sedentary lifestyle and high cholesterol level in family history. Keeping the blood cholesterol levels at normal is a good way of avoiding high blood pressure and coronary artery diseases. The blood cholesterol level can vary from individual to individual. Healthy levels of LDL is less than one hundred and thirty milligrams, HDL is greater than thirty five milligrams. If the HDL is less than thirty five milligrams then the adolescent is at a higher risk of developing heart diseases. And LDL more than one hundred and thirty milligrams is dangerous. But a high level of LDL cholesterol is a problem in many citizens of America. And there is an expected increase in number, the figure is unknown, of adolescents who have a family history of high cholesterol levels.

An adolescent or a child who has a parent having high levels of blood cholesterol and family history of heart diseases at an early age, should take cholesterol test from the age of two. Adolescents who are obese also should have lipid test along with cholesterol test. The lipid test shows levels of kinds of fats in blood such as triglycerides, LDL and HDL.

Fight improving business processes pocket mentor pdf

Cholesterol in Adolescents

Parts of adolescent's body are filled with a waxy stuff identified as cholesterol. It helps to produce vitamin D, cell membranes and certain hormones. Blood cholesterol comes from two different sources, liver within the body and food. The adolescent's liver produces enough cholesterol to carry out proper functioning.

The blood acts as the carrier of cholesterol and transports it to different parts of the body. They are transported in round particle form known as lipoproteins. There are two types of lipoproteins called the low density lipoproteins or LDL and high density lipoproteins or HDL. Low density lipoprotein or LDL cholesterol is commonly known as bad cholesterol. It helps in the building up of plaque in arteries and this condition is known as atherosclerosis. The LDL level must be low in the blood and if it is high it must be decreased. Healthy weight must be maintained and exercise should be done regularly. Food items which have high contents of calories, dietary cholesterol and saturated fat must be avoided.

High density lipoprotein or HDL cholesterol is the good cholesterol. It is actually a kind of fat in blood which helps to remove bad cholesterol from the body and stops the build up of plaque in the arteries. The more the HDL cholesterol in the blood the better it is. The HDL can be raised by at least twenty minutes of exercising daily, decreasing body mass and keeping away from food with saturated fat. Some adolescents need to take medications in order to increase HDL. In such cases, increasing HDL can be a complicated procedure and the physician can make a therapeutic plan to increase HDL in the blood stream.

Analysis improving business processes pocket mentor pdf:Control of pain is the most well researched of all of the indications for acupuncture. There is a definite beneficial effect for a majority of patients using this method. Migraines, premenstrual syndrome, arthritis, carpal tunnel syndrome, and neuralgias are but a few examples. The theory behind its effectiveness is also medically accepted and well researched, called the gate-control theory of pain. It states that the needles can stimulate nerves so that they block the impulses from pain triggers.

Expected Puncture Session Result

It is important to emphasize that acupuncture is used only on top of existing medical therapy. At no time should a patient discontinue medication or ignore medical instructions in favor of needle puncture. After undergoing a needle puncture regimen, the primary care physician can make an evaluation with regards to decreasing dependence on other therapies.

First improving business processes pocket mentor pdf

The bone marrow replaces small amounts of blood is lost due to some reason without making a person anemic. But in cases where considerable amount of blood flows in small amount of time as a result of an injury due to a serious example for instance, it may not be possible for bone marrow to replace RBCs so quickly resulting in anemia. Also, losing small amounts of blood over long periods of time may also lead to anemia. Example of this situation can be seen in girls who get heavy periods attributed mainly to deficiency of iron in the diet.

Anemia due to iron deficiency is the most common kind of anemia in the United States. It occurs mainly due to lack of iron in a person's diet. A teen with iron deficiency would have lower hemoglobin production and consequently lower RBCs. When the production of RBCs is low the person is regarded as anemic. The signs of anemia are paleness and tiredness. There can be other reasons as to why enough RBCs are not produced in the body. Folic acid and Vitamin B-12 are also essential to produce RBCs. Getting these in adequate quantities is this important too. There can be a problem with bone marrow's working too resulting in anemia.

Hemolytic anemia occurs when a person has RBCs whose lifespan is shorter. The bone marrow may not be able to produce new blood cells if the blood cells die too early. This can result due to many reasons including person having disorders like sphenocytosis or sickle cell anemia. In some cases the immune system of the body may itself destroy the RBCs. In some cases certain antibodies can form in the blood as a result of reaction to certain drugs or infections and may attack the RBCs.

History improving business processes pocket mentor pdf

These are some of the benefits of using an accounting software. However, don't purchase the first accounting software that you come across. You see, there are things to consider when selecting the proper accounting software for the business. You have to determine the software's functionalities. It should be user-friendly and most especially, it should resemble the

paper counterparts so that you can run the software smoothly. Once you're familiar with the software's layout, you can already explore its functionalities.

If you can find software which combines the internet and e-commerce, the better; you see, there are a great number of accounting software sold in the market. If you want to enjoy all the benefits, you must be able to choose the finest accounting software that is suited to your small business.

In choosing an accounting software, you need to consider the number of your employees. You can find accounting software that is suited for small business with less than 25 employees. Other software is suited for large businesses with bigger numbers of employees.

Concepts improving business processes pocket mentor pdf. It sounds like a made-up explanation with no basis in reality, but there are numerous scientific studies which support the effects of acupuncture. Although the exact scientific basis is still unknown, recent theories seem to suggest involvement of complicated neurochemical effects in the brain, nerve to spinal cord impulse modulation, and microscopic connective tissue changes.

What risks and side effects are of concern?

The use of things not completely understood for the treatment of medical conditions is nothing new. Penicillin and aspirin were used for decades solely on the basis of their beneficial effects, without doctors knowing exactly how they worked. Results are what are truly important. However, it is equally important is to ensure that the technique is used safely.

Study improving business processes pocket mentor pdf

Accounting has four general areas, namely – public, government, internal auditing, and management accounting. If you choose an accounting course, you will learn how to prepare and organize financial reports that include collation or calculation of a range of figures, analyses, tax, and even projections.

Traditionally, the study of accounting focused mainly in the technical skills. The traditional methods in the study of accounting include teaching the basic principles and concepts of accounting. The present accounting practices haven't adapted yet to the various changes in business, regulatory environment, and economics. There are now modern methodologies used in accounting education. These methodologies are based mainly on accounting communication, decision-making, ethics, analytical skills, and the internal auditing principles.

Educational programs in accounting have the same objectives and one is to teach the students about the various accounting principles. Aside from that, the students will also learn to develop their skills through various accounting practices. Professional accountants today have greatly benefited from modern accounting education. Accounting education also functions as an effective management tool for business executives.

Rating : improving business processes pocket mentor pdf~With only one call, clients can talk with MBAs or CPAs. You see, Accounting Principals is not just a recruiter or a human resource professional, they're more than that. Their representatives have more or less 5 years experience in recruitment and in the fields of finance and accounting.

The company covers the following job opportunities: accounting, administrative, bank operations, business operation manager, CFO, collector, controller, management consulting, merger/acquisitions, and mortgage banking.

The company offers 100% guaranteed career services because of their wide experience in accounting and finance. In a way, the company is exclusively qualified to understand what the clients want in their career. Their representatives can help clients in meeting their goals through personal interviews. They will also evaluate their clients' unique skills and at the same time, offer them with matching opportunities from leading companies.

observation improving business processes pocket mentor pdf

Now that you know the do's and don'ts of acupuncture, you should ask yourself if this form of treatment is right for you. If conventional medication doesn't work, it wouldn't hurt to see how things turn out.

The Effectiveness Of Acupuncture

Whenever you are feeling pain and discomfort, you usually reach for your painkillers for relief. While they do relieve the pain, they also bring along side effects that comes with taking foreign chemicals into your body. As much as modern medicine has developed drugs that can relieve pain right off the bat, do you really think that the quick fixes you've been taking are actually good for your body? Why not try something safer and more effective like acupuncture.

Learn improving business processes pocket mentor pdf...Before you decide to have a session with them, talk to the acupuncturist to know their credentials. This will also give you the opportunity to find out how much do they charge as this can be from \$45 to more than \$100 per session.

You can probably ask for the name and contact number of a previous client so you can ask this person how everything went. Remember, if it doesn't work out for you, don't be afraid to find someone else who can do a better job.

The most important thing to do during the session is to relax. If you feel an itch or something, tell the acupuncturist. The same goes if you are nervous or experience a burning sensation so the specialist will take out the needles.

Guide improving business processes pocket mentor pdf-Afterwards, you will simply have to choose one that you think is best. Good luck in your trainings.

Accounting is basically the language of businesses.

In accounting, you will see that there will be a lot of career opportunities that you can consider.

The first is public practice. Most accountants start their career as a certified public accountant. In this career choice, you will be able to charge a fee for your services or you can also work as a staff accountant or an in-house accountant.

Concepts improving business processes pocket mentor pdf-Are you still not convinced with the local papers? Your third option is to check with a headhunter or an employment agency. Find a good employment agency that can help you in looking for a job. Some agencies ask for certain fees while others offer their services for free. Clients pay these agencies to do the interviewing process so there is a great chance for you to land a job especially if you're qualified. Make sure that you find a reputable employment agency.

So now, have you checked all these resources? Remember to start by surfing the internet because this is the place where you can find a lot of job opportunities. Then, check out the local papers and eventually, check the employment agencies.

Now that you know the three valuable resources of job opportunities, all you have to do now is to exert time and effort in looking for specific job employments and you can already find a career. With a bit of patience, hard work, and dedication, the accounting job that you've dreaming of will soon be a reality.

Analysis improving business processes pocket mentor pdf

The History of Acupuncture

Acupuncture comes from two Latin words namely "acus" which means needle in English and "pungere" which means prick. Its history originated in China more than 2000 years ago and has evolved into various forms.

Some of the techniques of acupuncture do not even use needles anymore. Vibrating objects, ultrasound and even the fingers of the practitioner have taken some of the work to make the person feel better.

Read Only : improving business processes pocket mentor pdf. The profit & loss of a certain company is determined by finance professionals through accounting. They can determine what created the profits as well as the losses. Accountants form some sort of business equation so justify the profits & losses of a business. By doing so, they can easily tell a company's net worth.

It seems that by simply starting to define one accounting term, it eventually leads to defining other terms as well. Net worth is another term that is quite difficult to understand. It refers to the resulting amount after deducting the liabilities of a company from the assets. Private companies refer to net worth as owner's equity.

Why owner's equity? Well, after deducting all the liabilities, what's left basically belongs to the owner. In the case of public companies, the profit of the business is returned as dividends to shareholders. As you can see, before owner or shareholders of a company can take hold of the profits, all liabilities must be deducted first.

Project improving business processes pocket mentor pdf...Reactions And Research

Not everyone is impressed with acupuncture itself. Most western medical professionals have expressed either doubt or indifference to the oriental method while others have downright driven it down into the earth with criticisms and brutal skepticism. However, recent research shows the efficacy (or lack thereof) of acupuncture, and while more research has to be done, it has been proven to actually positively affect some, but not all, forms of ailments that it claims to cure.

So as the doors open to a new age of acupuncture, give it a try when you feel the need for pain relief and you will not be disappointed. As the Chinese have used it for many centuries, so should we.

History improving business processes pocket mentor pdf

The clients can expect the representatives of Accounting Principals to listen to them and respect their needs. Representatives treat clients equally and honestly. They also maintain absolute confidentiality and keep their clients' best interests.

Client services offered by Accounting Principals include a variety of workforce solutions in finance and accounting through the company's branch network nationwide. Accounting Principals started out just like other companies so they know what these companies are going through. At present, Accounting Principals have a great number of client-companies all over the world.

The location of Accounting Principals is just perfect since Tulsa is city where the entrepreneurial spirit is nurtured. It's no wonder that the company is enjoying success. Through hard work and dedicated representatives (CPAs and MBAs), Accounting Principals still has a long way to go. The company can expect better years to come.

Review improving business processes pocket mentor pdf

This was further strengthened by the fact that the side effects of acupuncture are much less than that of conventional drugs that are being sold by pharmaceutical companies.

So that people can avail of acupuncture, another recommendation by the NIH is for US companies to provide full coverage for certain conditions. If you do not qualify, perhaps there is partial coverage which you should look up in your policy.

But despite that, more research needs to be done to see its effects on other health related problems. Some examples of these include addictions, autism, chronic low back pain, migraines and osteoarthritis of the knee.

Concepts improving business processes pocket mentor pdf:Along the blustery cliffs of Isolation Point, where the sea roared with the echoes of bygone storms, a lighthouse keeper named Isabella awaited the return of a spirit ship that sailed the ethereal seas. Legend spoke of a captain cursed to wander the ocean depths, forever searching for the lighthouses elusive beacon.

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Miracle improving business processes pocket mentor pdf

A lot of people are unaware that acupuncture is not yet legal in every state. You can find work or start your own practice in California, New York, Texas, Hawaii and Oregon with 8 more states that are still pending legislation.

We mentioned that you have to study in a school certified by the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM). One more hurdle you have to face before getting your license is passing an exam given by them except in the state of California which has its own regulating body and board certification exam in order for you to practice your profession.

An acupuncturist degree is just the first step in becoming your own boss. To become a master, you have to learn everything there is to know as a student so those who entrust themselves to you in the future will not have any problems.

Project improving business processes pocket mentor pdf—How Acupuncture Induces Weight Loss

Most acupuncturists will target the spots behind the ear when it comes to promoting weight loss. When these points behind the ear are stimulated, endorphins are released in large doses. Endorphins are called the feel-good hormones, and these are also often referred to as natural pain and fever relievers. The release of endorphins is what makes you feel better after an increased level of physical activity, as in the case of a good workout.

These bodily compounds allow the patient to experience better relaxation, thus considerably alleviating stress. There is a greater possibility of enhanced weight loss when the patient has already achieved emotional wellness. Endorphins are also released whenever the body experiences low levels of bodily pain, thus their moniker as a natural pain reliever.

Review improving business processes pocket mentor pdf

Church Accounting Software

The church is a respected institution since it commands the people's general faith. It is always given utmost respect. The secular welfare and religious functions of the church are performed through the faith of its constituents. Church activities need funding and the funds come from Christians all over the world. Are you aware that the Christian contributions can reach billions?

That's true and with such great amount of money, the church should make use of accounting. One way to do this is through a church accounting software. The church should be accountable for their people's money; church officials should therefore monitor where all the money came from and where it is being spent.

The church is a large institution and so are its financial transactions. In order to manage the accounts, the church will need a skilled force of financial experts. However, that would mean additional cost to the church since they have to pay for the services. It can consume so much time and money.

Legend improving business processes pocket mentor pdf.Orthopedic Problems in Adolescents

Physical health problems encountered during adolescence can affect the development of the body, if not treated. There are few anatomic regions, such as spine, knee and ankle, in adolescents which can get orthopedic problems such as Osgood-Schlatter disease, and Slipped Capital Femoral Epiphysis.

Osgood-Schlatter disease is caused due to injury or overuse of the knee which causes swelling and pain in the area below the knee, above the shin bone. The patellar tendon and the soft tissues surrounding it gets inflamed, because of the constant pulling of the area where the tendon joins the below knee. Usually, adolescents who participate in sports actively and are athletic, such as football, basketball, soccer, ballet and gymnastics, tend to get the Osgood-Schlatter disease. Boys of age eleven to fifteen and girls of age eight to thirteen are at greater risk. The reason why adolescents get this problem is that their bones grow faster when compared to the tendons and muscles in this age and because of this the muscles and tendons stretch and become tight.

Lolita improving business processes pocket mentor pdf

OCD is a sign of brain circuitry's unusual functioning and it involves the striatum part of the brain. The brain activity patterns of such people differ from normal people and people with other mental disorders. Researchers have concluded that OCD is usually a family problem and is a disorder of the brain. Streptococcal bacterial infection can create or worsen the condition of OCD. Adolescents with no family history of OCD can also develop it. Most of the adolescents feel embarrassed to talk about their OCDs. They think that people will label them as crazy and this will make them feel ashamed. This will make it difficult for the parents to talk to their children about their OCD, in order to solve them. Parents need to develop good communication skills for this purpose. Parent's support is also very important to the adolescent. Cooperation is extremely important along with treatment, because if the problem is not treated the adolescent will grow into a disturbed adult.

Most of the adolescents with OCD can receive effective treatment. The treatment can include psychotherapy and intake of medications such as fluoxetine, clomipramine, fluvoxamine, paroxetine, sertraline and other serotonin reuptake inhibitors. When OCD is caused due to streptococcal infection, the adolescent can be administered with antibiotics to kill the bacterium which is causing it. Exposure and response prevention behavioral therapy is very useful in solving OCD. In this therapy, the adolescent is wontedly exposed to his/her fears which give him/her obsessive thought. After that he/she is trained to avoid these thoughts and the rituals which he/she carries out to tackle the anxiety.

An adolescent having OCD can also have depression, substance abuse, attention deficit hyperactivity disorder, eating disorders, and other types of anxiety disorders. When a person with OCD and other mental illness, is treated, OCD becomes more difficult to treat and even diagnose.

*Solutions improving business processes pocket mentor pdf.*Hypertension is diagnosed by blood test and urinalysis. The kidney function will also be checked, along with blood cholesterol levels. Family history check is another important factor. Adolescents' eating habits, exercise levels, activities in school and home will also be studied thoroughly. High blood pressure is dealt with by weight reduction, healthy diet, and increase in physical activity. If hypertension is due to illness, the illness is treated first. These treatment measures will decrease the systolic blood pressure and diastolic blood pressure. It will also strengthen the heart and decrease the level of cholesterol in blood. This also helps to keep heart diseases at bay. The good thing is that only one percent of the adolescents, who have high blood pressure, need medication to bring back the blood pressure to normal.

Infectious Mononucleosis

Also known as mononucleosis or mono Pfeiffers disease or glandular fever, infectious mononucleosis can be identified by inflamed lymph glands and constant fatigue. The disease is named so as the amount of mononuclear leukocytes which belong to white cells increase in number. The cause of the disease is EBV (Epstein - Barr virus) or in some cases cytomegalovirus. Both these viruses belong to the family of herpes simplex. According to statistic majority of the adults in the United States are exposed to the virus Epstein – Barr, a very widespread virus. Although the virus does not show any visible affects in children but it does in adolescents which can lead to infectious mononucleosis in nearly fifty percent of cases of exposure to the virus.

Rating : improving business processes pocket mentor pdf~Variations of Conventional Acupuncture

Auriculotherapy or ear acupuncture is one of the variations of conventional acupuncture. In this practice, it is believed that the ear provides a map for all the major bodily organs. A specific area or point on the ear corresponds to a particular organ, such as the heart, kidneys, or liver. Thus, the needles are placed in particular points around the ear and on the ear cartilage.

Staplepuncture is a method used in smoking cessation, wherein staples are placed for a certain period anywhere on the ear area to provide stimulation.

Indeed there is growing evidence that this traditional Oriental practice can rival any modern forms of treatment. If you are one of the many people who are looking for a widely recognized and time honored therapeutic practice, acupuncture may just be the alternative treatment for you.

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But you have to remember that acupuncture is not permanent. It merely starts something that you have to finish on your own. Some smokers who go 2 or 3 times a week to the clinic will need to come back for follow up sessions in the future.

At the same time, you have to find ways to prevent yourself from picking up a cigarette. You can do this by staying away from people who smoke since you will be tempted to ask for a stick. You can create your own personal mantra which you repeat to yourself every time you have an urge.

Remember that this craving is only short term and will last only for a few minutes. You have worked so hard to leave this behind so stick to the path and stay smoke free.

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The other virus called cytomegalovirus which also belongs to the family of herpes simplex causes the cells to become enlarged. According to statistics, about eighty percent of adolescents infected with this virus generally don't see any further symptoms. Although EBV has potential to develop infectious mononucleosis in adolescents the virus could make throat and blood cells its home for the lifetime. The virus has the capability to bounce back and reactive from time to time but the consolation is that it would reactivate without symptoms.

The condition usually lasts for 1-2 months. The symptoms may vary from one adolescent to other but may include inflamed lymph glands in areas such as groin, neck and armpits, fever, continuous fatigue, enlarged spleen, sore throat as a result of tonsillitis that can make things difficult to swallow and last but not the least minor liver damage that can lead to short-term jaundice. Some adolescents may also experience symptoms such as abdominal pain, petechial hemorrhage, muscle ache, headache, depression, loss of appetite, skin rash, weakness, dizziness, enlarged prostrate, dry cough, swelled genitals and puffy and swollen eyes. Some parents are puzzled by the symptoms of mononucleosis as it may be similar to other medical conditions. It is safe to consult a doctor in such cases.

The viruses are usually transmitted to other people through saliva (the reason why it is also called kissing disease), blood, sharing drinks and sharing utensils. The symptoms usually lasts for 4-6 weeks and do not cross 4 months. The disease is diagnosable but requires a though medical history of the adolescent. The diagnosis also involves physical examination of the adolescent and is based on symptoms reported to the physician. The diagnosis is further supported by laboratory test like blood test, antibody test and test to count white blood cells.

Legend improving business processes pocket mentor pdf.The profit & loss of a certain company is determined by finance professionals through accounting. They can determine what created the profits as well as the losses. Accountants form some sort of business equation so justify the profits & losses of a business. By doing so, they can easily tell a company's net worth.

It seems that by simply starting to define one accounting term, it eventually leads to defining other terms as well. Net worth is another term that is quite difficult to understand. It refers to the resulting amount after deducting the liabilities of a company from the assets. Private companies refer to net worth as owner's equity.

Why owner's equity? Well, after deducting all the liabilities, what's left basically belongs to the owner. In the case of public companies, the profit of the business is returned as dividends to shareholders. As you can see, before owner or shareholders of a company can take hold of the profits, all liabilities must be deducted first.

Transformation improving business processes pocket mentor pdf;You can think of a session with the acupuncturist as very much like massage therapy. A good massage would help give you a very relaxing sleep that night and an acupuncturist could help you with your sleep as well. You might immediately start to feel drowsy as soon as the right nerves are stimulated by the acupuncturists needles.

You might be asking yourself how youd be able to relax if youre suffering from the pain of the needles attached to your body. What you might not realize is that because of the thinness of the needles, you would hardly feel anything. The most that many people claim they feel is a kind of tingling feeling where the needles are. And that is actually a sign that the process is working.

Acupuncture is a practice that helps you use your bodies own ability to manage stress properly. This leaves you healthier, and more importantly, prevents any of the serious diseases that could come from unbalanced, stressful lifestyles.

Curse improving business processes pocket mentor pdf.Types of Accountancy Career

Now that you've taken up a course in accountancy, you probably know that there are various types of careers in accountancy waiting for you after you've graduated. If you pass the CPA examination, you will have higher chances in securing a position as a professional accountant.

Accounting in itself is considered an art. It involves analysis and interpretation of financial data. Do you believe that individuals and businesses need accounting one way or another? Aside from business establishments, individuals also make use of accounting in their everyday life. For instance, when you compute or evaluate your expenses, income, and other financial information, that is already considered accounting. Accounting is very important and because of that, it is considered an indispensable business tool. Big and small businesses, as well as individuals, need accounting.

Accounting is of several types and therefore, when you decide to look for an accountancy career in the future, you will notice that there also several types of accountancy careers available.

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Successful Career in Accounting Even if You're Hit Forty!

You're never too old to dream, right? If it is your ambition to become a well-known and most sought-after accountant in the business industry, you can turn that dream into reality even if you're 40 years + already.

If you started planning your career path when you were still younger, your dream is within your arm's reach. In order to experience continuing success, you must have excellent knowledge in accountancy. You must work accurately and you should gather work experience through the years in the profession. Check these steps so that you can at least evaluate your situation right now:

1. You must excel in Mathematics – you must know how to manipulate numbers. Did you excel the subject when you were still in high school or college? As an accountant, you should love mathematics. If you hate it, then you're not an efficient accountant and you're bound to commit mistakes especially in the computation and analysis of financial data.

Concepts improving business processes pocket mentor pdf

Although there are risks if you decide to go undergo acupuncture, these can be avoided as long as the one doing it is a licensed professional who makes sure that the needles used are sterilized before they are inserted into the body.

These days, a lot of people in the medical field have accepted the fact that alternative medicine such as this can also help the patient which is why they may refer someone when it is needed.

So, if you are tired of experiencing the side effects of conventional medicine and want to try a holistic form of healthcare, why don't you see what acupuncture can do for you? It is painless and cost effective. In fact, it is just one of many you can try to help treat a chronic condition.

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Free Accounting Software

Is there such a thing as 'totally free' nowadays? Life is getting harder and harder every year. A great number of people are starving in different areas of the world. It's quite unbelievable that you can still find 'free' things today but if you try to surf the internet, you will notice a lot of ads that say 'free' this and 'free' that.

Accounting is an essential part of the lives of people as well as businesses. Through accounting, an individual or business can keep track of all its financial transactions. If you're a professional, it only means that you earning income. Your income will be used to finance all your expenditures like food, water, electricity, and many others. If you keep track of these things, it can already be called accounting.

In businesses, financial transactions can get complicated and it will be impossible for one individual to handle the task. This is where the accounting software comes in. did you know that there are free accounting software online? That's true and if you only take time in surfing the internet, you can find this free software.

[Project improving business processes pocket mentor pdf](#);This has resulted in the establishment of clinics nationwide that only use acupuncture as the means of rehabilitation.

Acupuncturists in the US charge from \$75 to \$150 per session. This usually gets lower in the succeeding treatments. The person will probably have to undergo 10 to 15 treatments 2 to 3 times a week but this really depends on the condition of the patient.

Before you go to one, you should check if this is covered by your insurance. If it isn't, perhaps you should suggest that it should be included as it is much cheaper than having to undergo surgery.

Liberation improving business processes pocket mentor pdf...Fifth, medical doctors do not believe in the potential of alternative medicine. This is not true because there are more doctors these days that are open to the idea that there are other ways to help patients aside from conventional medicine. In fact, some of them even recommend an acupuncturist if they know that what they have done is not effective.

Another myth is that every patient will undergo the four needle technique. This is not true and it will only be used when the specialist feels that the energy of the patient is virtually not moving as a last resort.

The seventh myth is that it is better for a medical doctor to perform acupuncture. This is wrong because the training is much different than that taught in medical school. Students who have an acupuncturist license train for 3,000 hours before they are allowed to practice this profession. So between an acupuncturist and a medical doctor, you should go with someone who has learned about this much longer.

Life Lessons from improving business processes pocket mentor pdf___Some patients will experience immediate relief after the first session but others will not experience anything at all. This is the reason that an average session should be done 12 to 15 times at least 2 to 3 times a week.

If acupuncture works for you, then the only thing you need are follow up sessions. This can be done twice every 2 weeks or monthly. It is really up to you. But don't forget to also see your regular doctor so he or she can also monitor the progress of your condition.

Types of Acupuncture

There are different types of acupuncture. Whichever you decide to use, they are designed to do the same thing and that is to relieve pain or treat certain diseases.

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You can go for a forensic accounting career if you're interested in an interesting yet lucrative job. Upward mobility is very much possible and that means higher salary as well. This career is a great potential especially in the coming years.

While you're still young or you're about to pursue a college degree, why not take up accountancy? Who knows, you might become one of the best forensic accountants in the country. This is an opportunity that is difficult to turn down especially if you want to earn big money.

Don't expect too much from a free accounting software. Since it is free, it can't offer the same features and functions as that of a high-end accounting software. This free software is simple and easy. It can only handle the accounting needs of homeowners and small businesses. The software focuses mainly on simple accounting management. By taking advantage of the free software, you can already perform the basic accounting tasks that paid software's do.

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There is also auricular acupuncture where it is believed that the ear is a microcosm of the body. This means that acupuncture needles are placed on certain points on the ear so it can treat certain addiction disorders.

Myofascially-based acupuncture is often utilized by physical therapists as it involves feeling the meridian lines in search of tender points before applying needles as this is where abnormal energy flows.

Japanese styles of acupuncture referred to as "meridian therapy," tend to put more emphasis on needling technique and feeling meridians in diagnosis.

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The needles used in acupuncture are very small and you will probably feel a slight twitch when the needle goes in. They will be inserted carefully to ¼ or an inch in depth and will stay there from 45 minutes to an hour depending on the condition of the patient.

If inserted properly, you should feel some cramping, distention, electric sensation or tingling which means that the treatment is working.

Needles used for acupuncture especially in the US are clean because they are required to be disposable. This prevents any chance that those who go for treatment will be contaminated by a communicable disease like hepatitis or HIV.

[Life Lessons from improving business processes pocket mentor pdf](#)~Along with doctor consultation, a psychologist must also be consulted who can deal with the emotional challenges of the adolescent. The family should also play an active role in making the youngster feel better. The family should work in collaboration with physician, dietitian and diabetes educators. Teachers, counselors, school nurses, day care providers, and other community members can provide extended support and guidance. They can provide help with transportation, mental health counseling, health education, social services and financial services.

Eating Disorders in Adolescents

Since the adolescence is the age where bones are sprout and grow rapidly, well nourished food must be given to the adolescent to facilitate normal growth & development. The nutritional intake must be monitored regularly and modified depending upon the growing needs. Teenagers tend to develop eating disorders which affect their nutritional health. The eating behavior must be corrected as early as possible as it can lead to the development of complex illnesses. Eating disorder is the third common chronic illness, especially in adolescent females and the number has been increasing rapidly from the past thirty years.

Miracle improving business processes pocket mentor pdf.When adolescents wear braces they have to take certain precautions in order to avoid any more oral health complications. The most important precautionary measure is to brush the teeth regularly after every meal. Since the food can be easily lodged in braces, it is a good idea to brush carefully with soft bristles toothbrush and fluoride toothpaste. In the morning, the adolescent must floss between the braces and teeth. Food stuffs which are sticky or hard must be avoided as they are very difficult to remove. Foods like caramel, chew candy, popcorn, and nuts must be avoided. Cleaning must be done by the orthodontist or general dentist, every five to six months.

The wisdom teeth or third molars can grow in people of the age fifteen to twenty five. These teeth cause problem, because most of the mouths are too small to adjust new teeth and hence they need to be removed. If the wisdom tooth has place to grow, without affecting other teeth, they can be left to themselves. But if the adolescent experiences pain, facial swelling, mouth infection and gum-line swelling, then they should be extracted immediately. They can also destroy the second molars and impact other tooth. Various gum and jaw diseases can be caused. There can be a tumor development; cysts development and plaque build up. Hence, a surgery is performed to remove the tooth or teeth. The gum tissue covering the wisdom tooth is removed and the connective tissue connecting the tooth to the bone is detached. The tooth is then removed and the opening is sutured. A general dentist can perform wisdom tooth surgery in the local office using anesthesia.

Five times common than asthma is tooth cavities. The tooth above the gum line is made up of enamel, the hardest tissue within the human body. The tooth below the gum-line comprise of nerves, roots and dentin. Dentin is another type of tissue and isn't as hard as the enamel. The acid which leads to tooth decay is produced by bacteria. These acids, along with dietary sugar, attach the enamel and eat away the minerals within the enamel, until a cavity is formed. This is known as tooth cavity. The biggest prevention against dental cavities is brushing teeth twice a day and even better, after every meal with fluoride toothpaste and soft bristle toothbrush. Carbonated drinks must be avoided strictly and must be replaced with fruit juices and sugary food must be avoided. Intake of fluoridated water also helps a lot or fluoride supplements can be used as replacement.

Obsession improving business processes pocket mentor pdf.Once he or she knows the reason, this is the time that the needles are inserted into different parts of the body. One way is called the multi-targeted approach which is designed to lower the body's weight by increasing the output of the pituitary gland.

The areas where the needles will be inserted will be in the ear and in two of three body points. These areas could also include the mouth, the stomach, the lung, the endocrine, the spleen, kidney or thyroid.

During the initial treatment, the "Four Gate" points would be used to circulate energy throughout the entire body. It is also possible that electro simulation will also be done to increase endorphin release and stimulate metabolism.

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Results have showed that of 30 respondents in the test, majority showed functional improvement of various degrees depending on the age and severity of their disabilities. Some improvement was noticeable within a few TAC sessions, especially for drooling, spasticity (scissoring or tiptoeing), ataxia, and poor balance in walking. Functional improvement was noted after one to two courses of TAC. Most children tolerated TAC well, with only occasional pain and minor bleeding in some patients.

The reason why tongue acupuncture is being experimented with is because there is a connection between the tongue and the heart through the meridians that spread to all the organs in the body. It is believed that the points on the tongue can influence the state of the other body organs thus giving relief to the one suffering from autism.

But many believe that acupuncture alone cannot help autism sufferers. It has to be combined with other things like maintaining a certain diet to help improve one's mood and communication skills. Although it is only short term, it is better than nothing until a cure is found.
