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## Additions to the Library, August 1918 Index

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Perhaps the first time that a man really begins to live the efficient life is the day he formulates for himself a clear and definite ideal of what his work shall mean. He wants it to be not only an expression of himself, but also a vital contribution to society. He then has a life-policy plainly marked out; an aim toward which all his effort tends. Otherwise he drifts, loses time, dissipates his energies. With this ideal in the forefront of his consciousness he has not only an anchorage for the future, but a spur to his present efforts.

The care of his health must necessarily be the first step toward efficiency. The human machine must be attuned to its work; kept in condition for its daily output. This is so important a factor in a man's value to society that whole libraries of books have been written to point the way to physical fitness. And yet, as an element of success, how often is it overlooked!

It is practically impossible, without this sense of physical well-being, to feel any enthusiasm for either work or play. Enthusiasm is the leaven that lifts our humble strivings out of the region of the commonplace, lightening our burdens, infusing into our work a glow of strength and vitality. Listlessness and indifference vanish before it. It helps "the other fellow" quite as much as ourselves. As a radiating centre of good cheer and a rouser of "pep" it has no equal. It is worth cultivating, if only for the happiness it spreads abroad; but as an aid to efficiency it has an incontestable value. The impetus which comes from enthusiastically tackling a job and seeing it through is half the battle. The man who rejoices in work well done knows it as the real thrill of creation.

Efficiency, like virtue, is so much its own reward that it is worth while to spend a good part of a life time in its interesting though elusive pursuit. For as conditions of life and work constantly change, so do

the principles of efficiency vary in their application. The man whose mind is open to receive and use ideas, who is responsive, alert, and enthusiastic, no matter how far he may seem from the attainment of his ambitions, has already begun to rise.

### Additions to the Library, August, 1918

**Cutting** the cost of stenographic service. New York, Stenographic Efficiency Bureau, Remington Typewriter Company, (c1914.) 40 p.

**How** to become a successful stenographer; for the young woman who wants to make good. New York, Stenographic Efficiency Bureau, Remington Typewriter Company, 1916. 86 p.

**Huebner, Solomon S.** Life insurance; a text book. New York, D. Appleton & Company, 1916. 481 p.

**New York (state). Tax Department.** The tax law of the State of New York, with 1918 amendments; including provisions of the State and Federal Constitutions, general and special laws relating to taxation. Albany, New York, July, 1918. 722 p. (New York State Tax Bulletin, v. 3, No. 3.)

**Robert, Henry M.** Robert's rules of order, revised, for deliberative assemblies. Chicago, Scott, Foresman & Company, (c1915). 323 p.

**Philadelphia. City Controller.** Manual of accounting, reporting and business procedure of the City and County of Philadelphia; issued by the City Controller in conformity with existing laws and ordinances. Philadelphia, John M. Walton, City Controller, 1917. 218 p.

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