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Job Transition Document

CURRENT PROJECTS

Project	Summary	Contact
Produce Academy-Award(r) Winning Documentary on Banana Slugs	Creating documentary to use for publicity during our national book tour.	Arpad, x8383
Count paper clips. All of them.	Corporate initiative to inventory all administrative supplies. I've taken on the paper clip subtask.	Ling Psiu, x9847

PAST PROJECTS THAT MAY BE RELEVANT

Project	Summary	Relevance
Zombie World Domination	Project discontinued after spot market for Zombie Reanimation Powder increased price to unprofitable levels.	If prices fall, project may be reopened.
Strategic planning 1983	Strategic planning happens every five years. This is the 1983 plan.	Since upper management never actually reads the strategic plan, you can save time by cutting and pasting text from the 1983 version.

OUTSIDE CONTACTS

Contact	What	Contact info
Daria Buckley	Publicist, specializes in damage control.	510-555-1212
Smedly Funklestein	Accountant for the sailing project.	510-555-4934

COMPUTER CLEANING CHECKLIST

Remove your personal files from your computer and arrange the remaining files somewhere they can be easily found. A quick checklist for removing personal files (for PCs only):

- Look through My Documents
- Clear your browser history
- Deinstall any games or personal programs you installed on your work PC
- Remove bookmarks in your browser