APPLIED MENTAL EFFICIENCY

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649060245

Applied Mental Efficiency by Tasso Vance Orr

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd. Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

TASSO VANCE ORR

APPLIED MENTAL EFFICIENCY



TASSO VANCE ORR

Dearbon .

0

Applied Mental Efficiency

BY
TASSO VANCE ORR

PRICE, \$1.50 POSTPAID

Published by
THE EFFICIENCY INSTITUTE
CHICAGO, ILL.

Phil 5254.6
HARVARD COLLEGE LIBRARY
GIFT OF
MARYHITEGTON SARGE

LEDYARD WONTHINGTON SARGENT JUNE 22, 1938

COPYRIGHT 1913

T. V. ORR

To My Best Friend,



CONTENTS

Introductory	7
What Efficiency Is and Does	9
Charting a Course	13
Values	17
Inventory	23
Gathering and Storing Knowledge	27
Encyclopaedic Knowledge	
Words	
Books	
The Two Greatest Books	
Memory	53
Card Indexing the Mind	
Practical Memory Methods	61
Mnemonic Aids	
Making Minutes Pay Toll	71
Acquiring Clear Vision	80
Mental Tools.	83
Our Five Servants	
Courage and Self-Reliance	
Negative Forces	
Self-Control, Poise and Mastery	100
Cause and Effect	104
Repression and Expression	108
What, How and Why	111
Analysis and Synthesis	
Division of Work	
Concentration	
Suggestion	127

In Conclusion...... 262