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# Top Five Tips for Time Management

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!"#\$%&#'( )' \*+&#,-.#+&' ,&# '#%./&01)&#-2#3')' \* .&0#' .,454,4&%6##

!"#\$%&&' ( )#\*%+&# , '\$- , '# .% / #\*%+&# / -&&#01' ' , #\*%+2#3- 4 '5#!' '#1&6' ' -" ( #6#0\$. ' , +&' )#-\$&+ , '#  
3- 4 '#3%#03+ , \* )#1623-\$-163' #- "\$64 1+0# '7' "30#6" , #0%\$-6&-8' 5#9- , #6# . '6&3 . \*# : 6&6" '\$ )# / . -\$ . #  
/ -&&# . ' &1#\*%+&# ; ' &# ; +& ; -&&' , #6" , #: '#0+\$' 00 ; +&5# < # % '#3#\$% 4 12% 4 -0' # % "#0&' '1#60#3 . ' #3- 4' #  
\*%+&01' ' , #03+ , \* -" ( # / -&&# : '#&' 00# ; ; '\$3-7' '#60#6#2' 0+&35##

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7"#85')1' ,&#9-1+##,109#\*&&0%#2-+&# , / &#%& : &% , &+6#

= '\$ % 4 '# ; 64 -&-62# / -3 . #\*%+2#\$%+20' #0\* &&6 : -) #3' >3 : % % ? 0) #600- ( " 4 ' "30#6" , # % 7 ' 26&&#  
2' @+2- 4 ' "30#-\$&+ , -" ( #633' ' , 6"\$' #6" , #&63' ' ' 00#1%&-\$- '05#A>1' '\$3#3#01' ' , #2%+ ( . &\*#3 / % #  
. % +20#% ; #12' 16263- " #6" , #2' 7- ' / # ; % 2# ' 7' 2\*# . % +2#3 . 63#\*%+&01' ' , #- "\$&6005##

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; "#<0\* ,429%,109#,4 : &#%' \*0#) - . ' , 4- \*%# , / ' , # = -+>#2-+&#9-16#

B% 4 '#03+ , ' "30# / %2?# : '03#- " #3 . ' # 4 % 2' -" ( # . % +20#6" , # % 3 . ' 20#12' ; ' 2#3%# / % 2?#&63' #- " 3%#3 . ' #  
"- ( . 35#B3+ , \*# / -3 . # 4 -" - 4 6&# , -0326\$3-% "0#6" , # / . ' " #\*%+&62' # 4 % 03#6& ' 235#C+2" # % ; ; #\*%+2#1 . % " ' #  
6" , # 4 -" - 4 -8' #3- 4 ' #01' " 3#% ; ; #360?#% " #3 . ' #- ' 3' 2' " 35#! ; #1#00- : & ) #2' 7- ' / # 4 63' 2-6&#2- ( . 3#6 ; 3' 2#6#  
&' \$3+2' # / . ' " #3 . ' #- " ; % 2 4 63-% " # -0#03- &&# ; 2' 0 . # - #\*%+2# 4 -" , 5#D3- &-8' #\*%+2# : 2' 6?0#- "# : ' 3 / ' ' ' #  
\$&600' 05#C . ' 0' #0&%30#62' #1' 2 ; '\$3# ; % 2#2' 7- ' / -" ( # % 2#2' 7-0- " ( #\*%+2# " % 3' 05#

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? "#@+&' >#0- = \*#) - \*A# , &+ : # ' \*0#) ' +A&# ( + -B& . , % 4\* , -#% : ' ) ) &+ # % &A : &\* , % 6#

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, ' 6 , &- " ' 0# ; % 2# ' 6\$ . #036 ( ' #3 . 63# " ' ' , 0#3#% : ' # \$ % 4 1&' 3' , 5#E ' 6 , #&' " ( 3 . \*#600- ( " 4 ' "30#- " #0 . % 23' 2#  
: &% \$ ? 0#% ; #3- 4 ' #60#% 11% 0' , #3##- " # % " ' #0-33- " ( 5#!3#-0# , - ; - \$ +&3#3#2' 4 6- " # ; % 2# 4 % 2' #3 . 6" #  
6" # . % +25# ! " #6 , , -3- % ) #\*%+&# / -&&#2' 4' 4 : ' 2# 4 % 2' # % ; # / . 63#\*%+&2' 6 , # ; #\*%+&36? ' # : 2' 6?0# / . ' " #  
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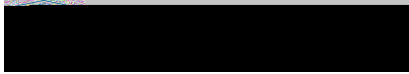
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F0# 4 + \$ . #60#3 . ' 2' #62' # ( ' ' ' 26&#03263' ( - ' 0# ; % 2#3- 4 ' # 4 6" 6 ( ' 4 ' ' 3) : ' #6 / 62' #3 . 63#0\$. ' , +&' 0#62' #  
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I J K L ? L M C N 7 M ? 70 C # # &' 62' -" ( 0+\$ \$ ' 00\$ ' " 3' 2 J \*+5' , +&