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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-"-46&#,-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-'/#463'2-6&#2-(.3#6;3'2#6#
&'$3+2'#/.'"#3.'#-";%246 3-%"#-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#

='(-"#3%#/%2?#%"#6#3'24#161'2#0'7'26&#/''?0#:';%2'#3.'#,+'#,63'#6",#600-("#4-"-#
,'6,&-"'0#;%2#'6$.#036('#3.63#"'',0#3%#:'#$%41&'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%#2'46-"#;%$+0',#;%2#4%2'#3.6"#
6"#.%+25#!"#6,,-3-%")#*%+#/-&&#2'4'4:'2#4%2'#%;#/.63#*%+#2'6,#-;#*%+#36?'#:2'6?0#/.'"#
*%+2#4-",#:'(-"0#3%#/6","25#

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C"#D42&#/''((&*%6#@&#2)&E43)&6#

F0#4+$.#60#3.'2'#62'#('"'26&#03263'(-'0#;%2#3-4'#46"6('4'"3)#:'#6/62'#3.63#0$.',+&'0#62'#
4'6"3#3%#:'#;&'>-:&'#6",#2'7-0',#60#"'',',5#='#%1'"#3%#46?-"(#$.6"('0#6",#+",'2036",#
3.63#4603'2-"(#3.'#623#%;#3-4'#46"6('4'"3#-0#6#12%$'00#3.63#0.%+&,#:'#1'2-%,-$6&&*#
'>64-"',5#!;#*%+2#$+22'"3#0$.',+&'#-0#"%#&%"('2#/%2?-"(#;%2#*%+)#-3#-0#3-4'#3%#$%"0-,'2#
$2'63-"(#6#,-;;'2'"3#%"'5#G'2.610#*%+#.67'#,-0$%7'2',#3.63#*%+#62'#4%03#12%,+$3-7'#-"#3.'#
'62&*#6;3'2"%%"#%2#3.63#*%+#62'#4%2'#;%$+0',#6;3'2#*%+#.67'#'63'"5#H%"-3%2#*%+2#&'7'&#%;#
6&'23"'00#6",#12%,+$3-7-3*#6",#6,I+03#*%+2#0$.',+&'#6$$%2,-"(&*5#

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F4)2#D&'+*4*A#G1..&%%#H&*,&+#

IJK#L?LMCN7M?70C#P#&'62"-"(0+$$'00$'"3'2J*+5',+#