



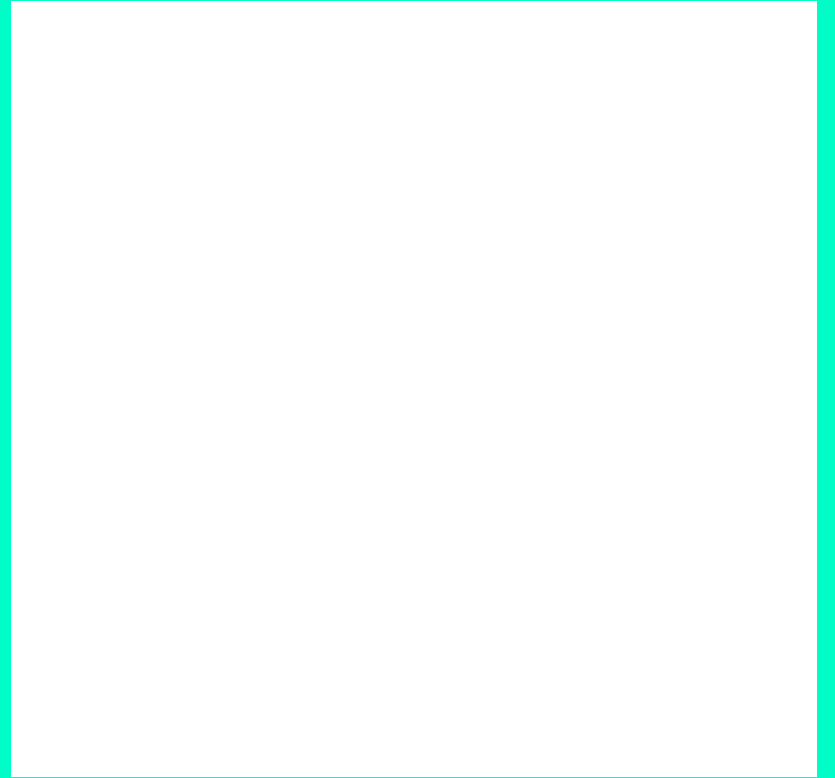
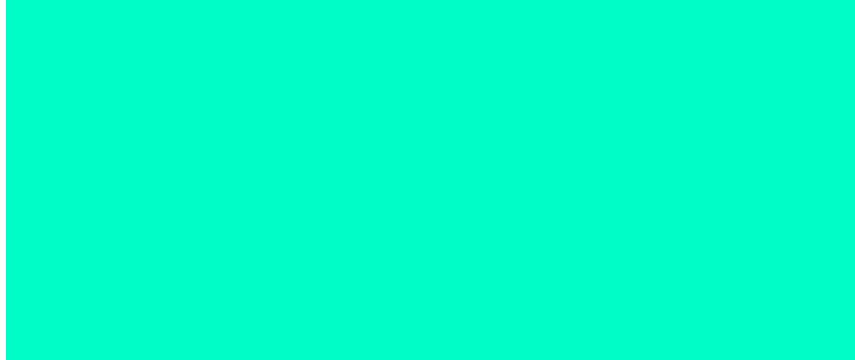


TIM

# TIME-MANAGEMENT ASSESSMENT



WHERE DID THE TIME GO?



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GET ORGANIZED! TOOLS TO HELP

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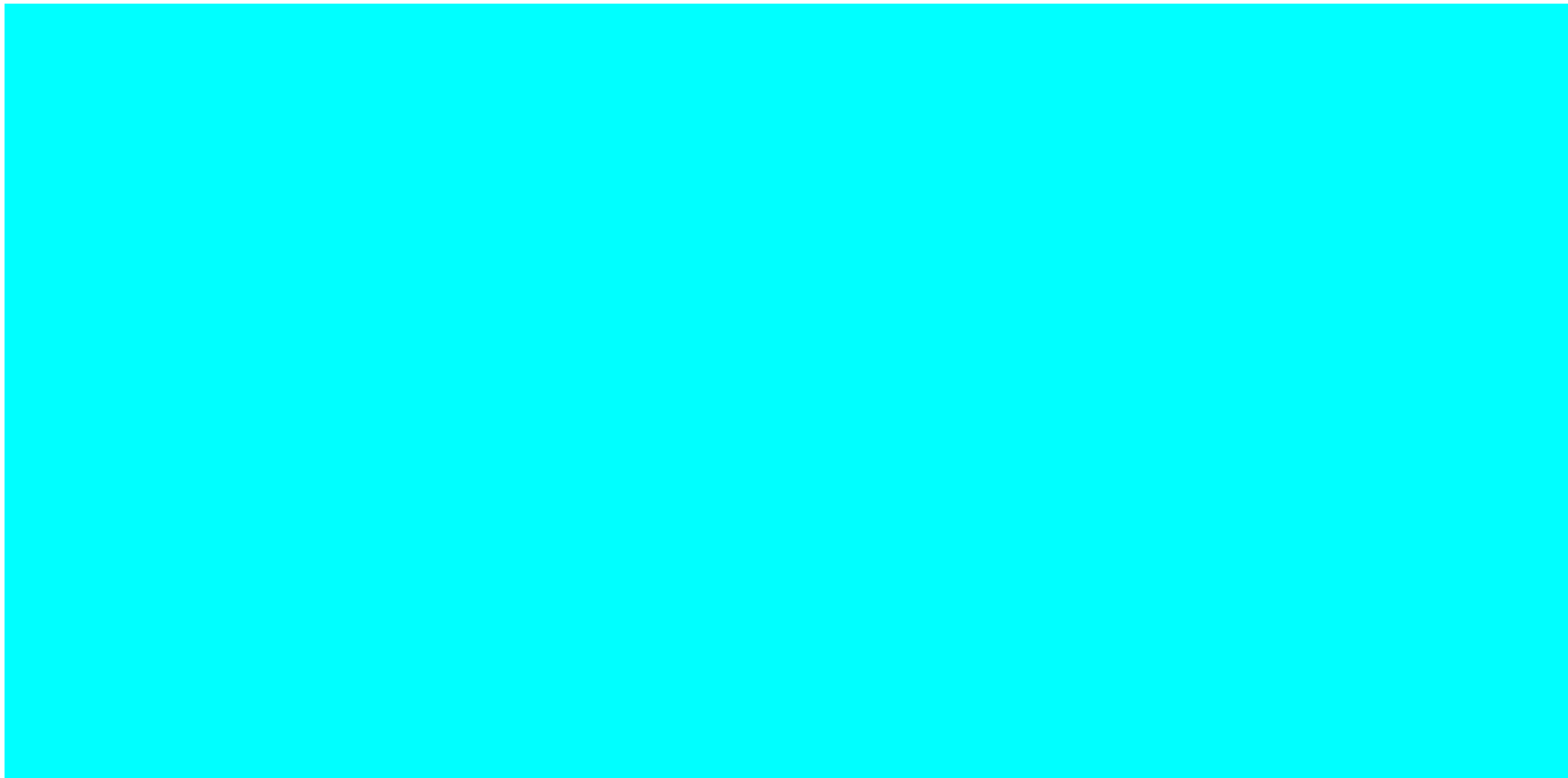
# PRIORITIES PRIORITIES - EISENHOWER MATRIX

# TOOL TO HELP - THE POMODORO TECHNIQUE

# CHECKLIST FOR EFFECTIVE TIME MANAGEMENT SKILLS

# TIPS FOR MOTIVATION AND FOCUS

# THINGS TO REMEMBER





# WORKS CITED