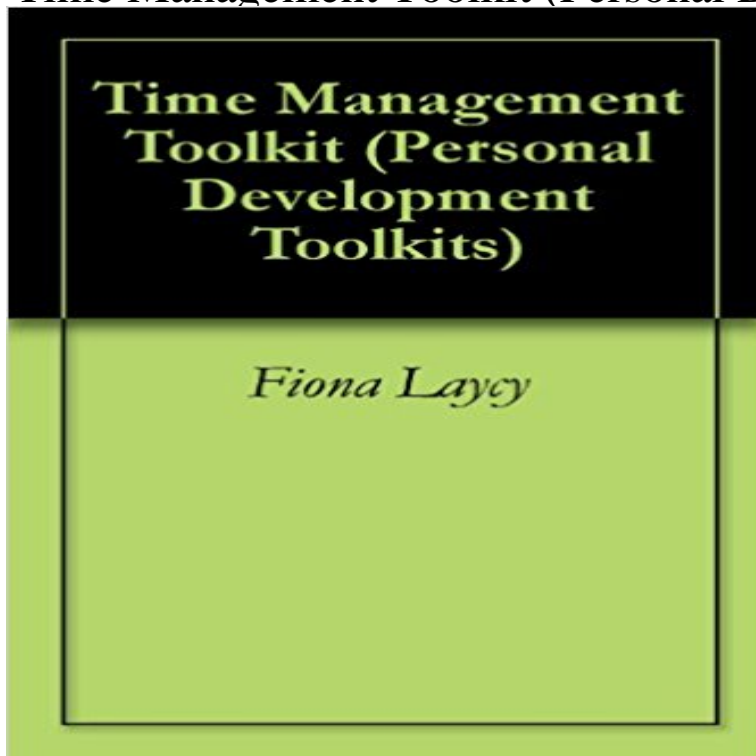


Time Management Toolkit (Personal Development Toolkits Book 1)



How to Manage Your Time so that you can Achieve More Simply put, there are 24 hours in a day, and 7 days in a week Therefore, there are 168 hours in a week How you use the time available to you determines whether you achieve everything you need to, or not However you manage your days, dont forget to keep a little time aside for yourself You only have one life once it is passed, it is passed make the most of it! In this book you will:

- o learn about the principles of Time Management
- o understand your Time Management need
- o create your own Time Management plan

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London Leadership Academy that Drs Redford Williams and Virginia Williams described in their best-selling book, Anger Kills. When you know what makes you angry, you can develop strategies to You can alleviate stress when you spend time with people you care about. . Make amends with one person that youve hurt through your anger. **Life**

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