

# Time Management

1. Number
2. Verb
3. Adverb
4. Verb
5. Noun
6. Plural Noun
7. Verb Ending In Ing
8. Plural Noun
9. Verb
10. Plural Noun
11. Number

# Time Management

Time management has become a 'buzz phrase' in recent years. We have, more and more, been feeling trapped by the 24-hour day, and trapped by the fact that we need to get \_\_\_\_\_Number\_\_\_\_\_ hours of sleep each night. As each day winds down, you look back and ask, 'Did I \_\_\_\_\_Verb\_\_\_\_\_ everything I needed to?'

If you're like me, at the end of the day, when you're scrambling to \_\_\_\_\_Adverb\_\_\_\_\_ Verb\_\_\_\_\_ your work, you write down a couple notes for the next day. These are things that you may not have completed, or additional thoughts that you want to dwell on the following day.

As a \_\_\_\_\_Noun\_\_\_\_\_ services provider, I have a number of tasks that must be performed on a daily, weekly, or monthly basis. Daily tasks include adding \_\_\_\_\_Plural noun\_\_\_\_\_ to my sites, monitoring servers, and \_\_\_\_\_Verb\_\_\_\_\_ \_\_\_\_\_ending in ing\_\_\_\_\_ the \_\_\_\_\_Plural noun\_\_\_\_\_. Weekly, I monitor web site traffic and take appropriate actions. And finally, on a monthly basis, I \_\_\_\_\_Verb\_\_\_\_\_ my \_\_\_\_\_Plural noun\_\_\_\_\_ and send out invoices. I would consider my task list moderate, compared to others who may have 10 to \_\_\_\_\_Number\_\_\_\_\_ things that need to be completed each and every day.