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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.

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