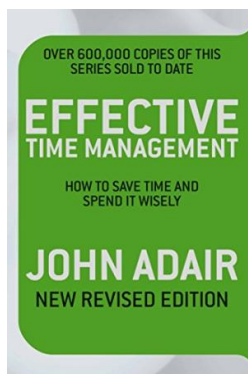


## Effective Time Management: How to Save Time and Spend it Wisely (Revised edition)



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