

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.