## **Time Management**

1. Number
2. Verb
3. <u>Adverb</u>
4. <u>Verb</u>
5. <u>Noun</u>
6. Plural Noun
7. Verb Ending In Ing
8. Plural Noun
9. <u>Verb</u>
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 <u>Number</u> 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 <u>Adverb</u> <u>Verb</u> 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.

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