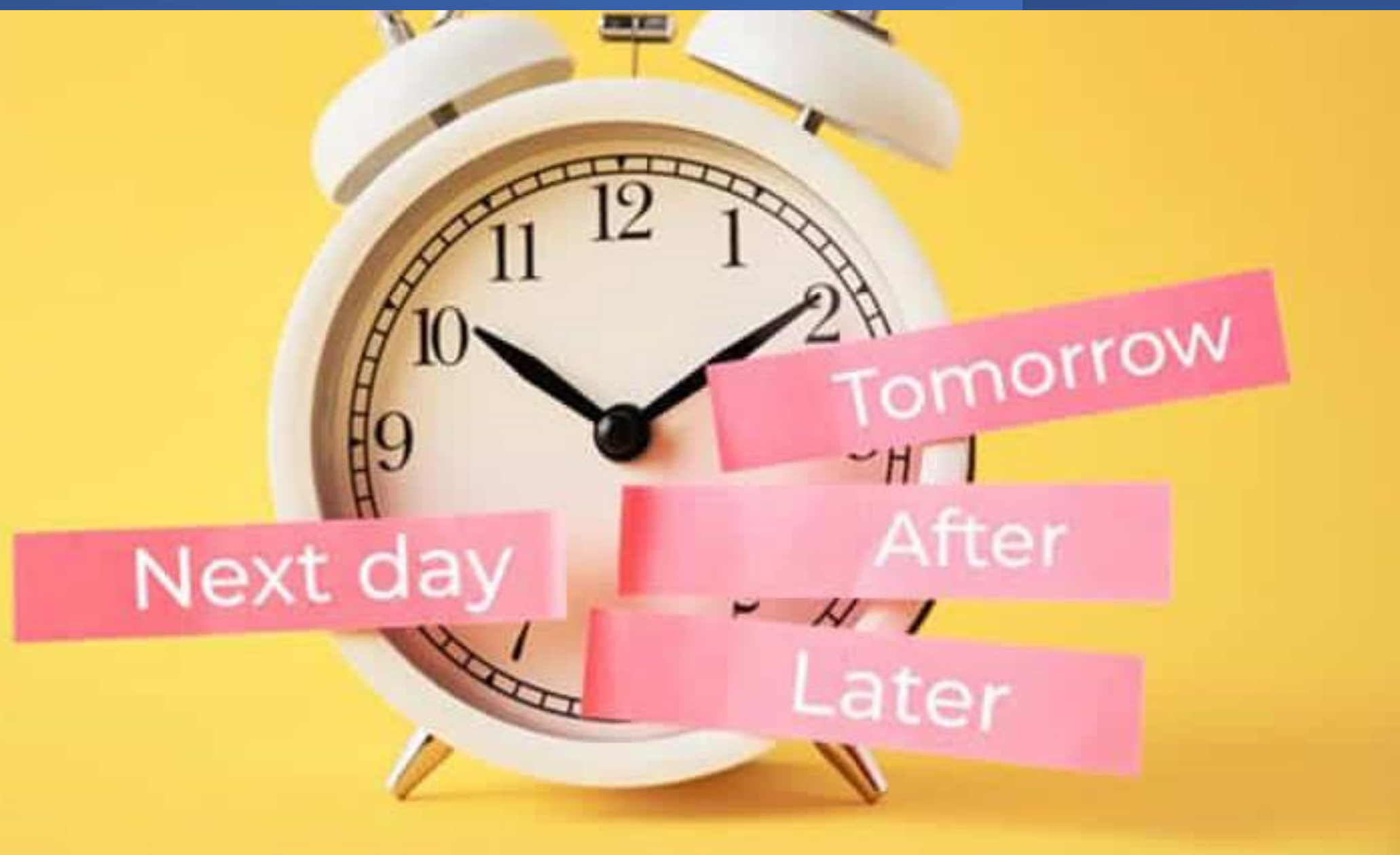


5



Next day

Tomorrow

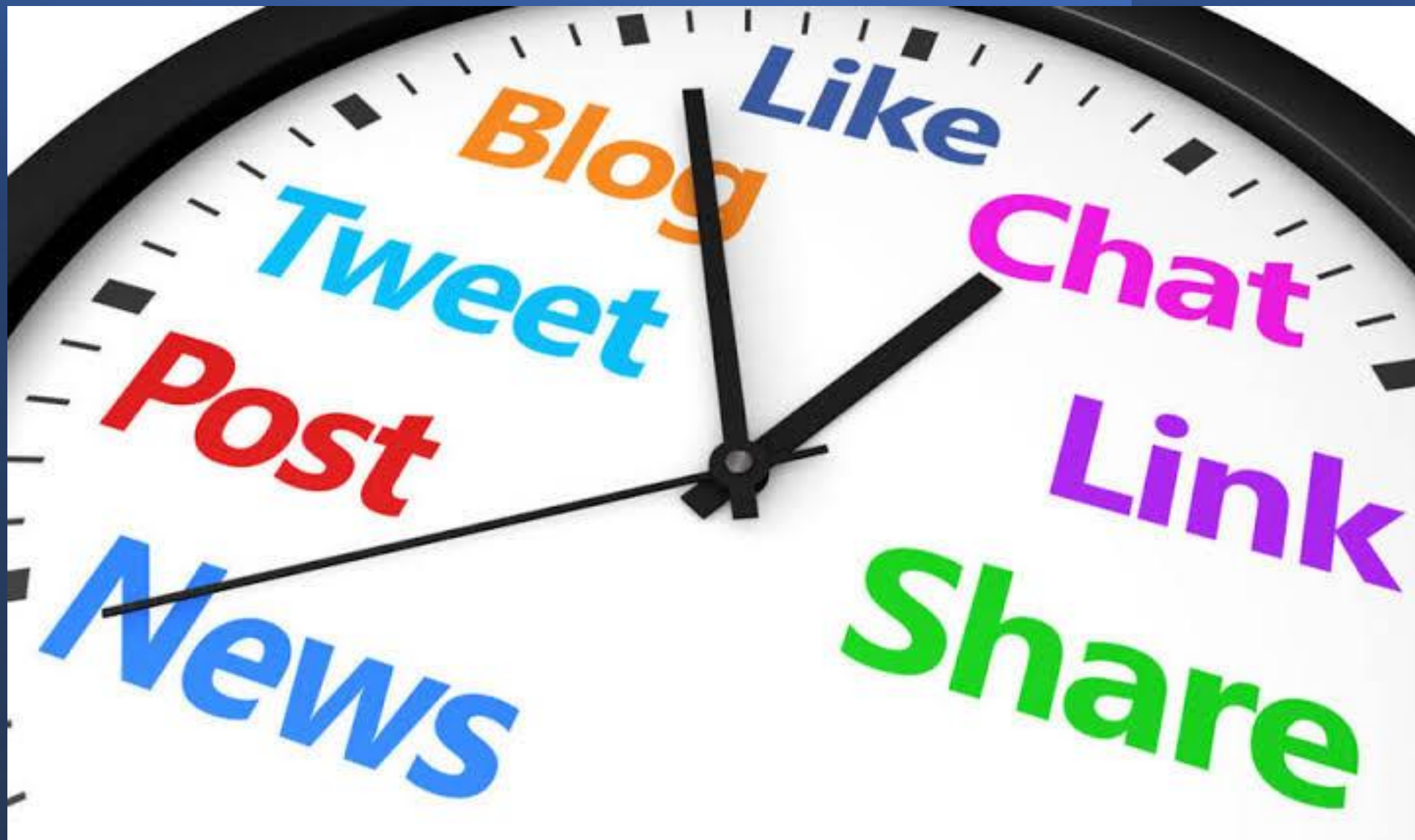
After

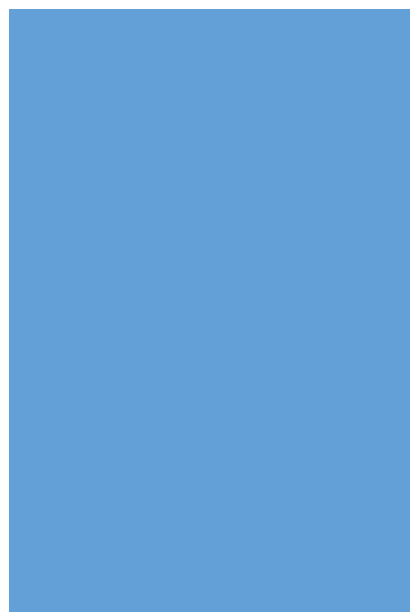
Later





عرب لايف
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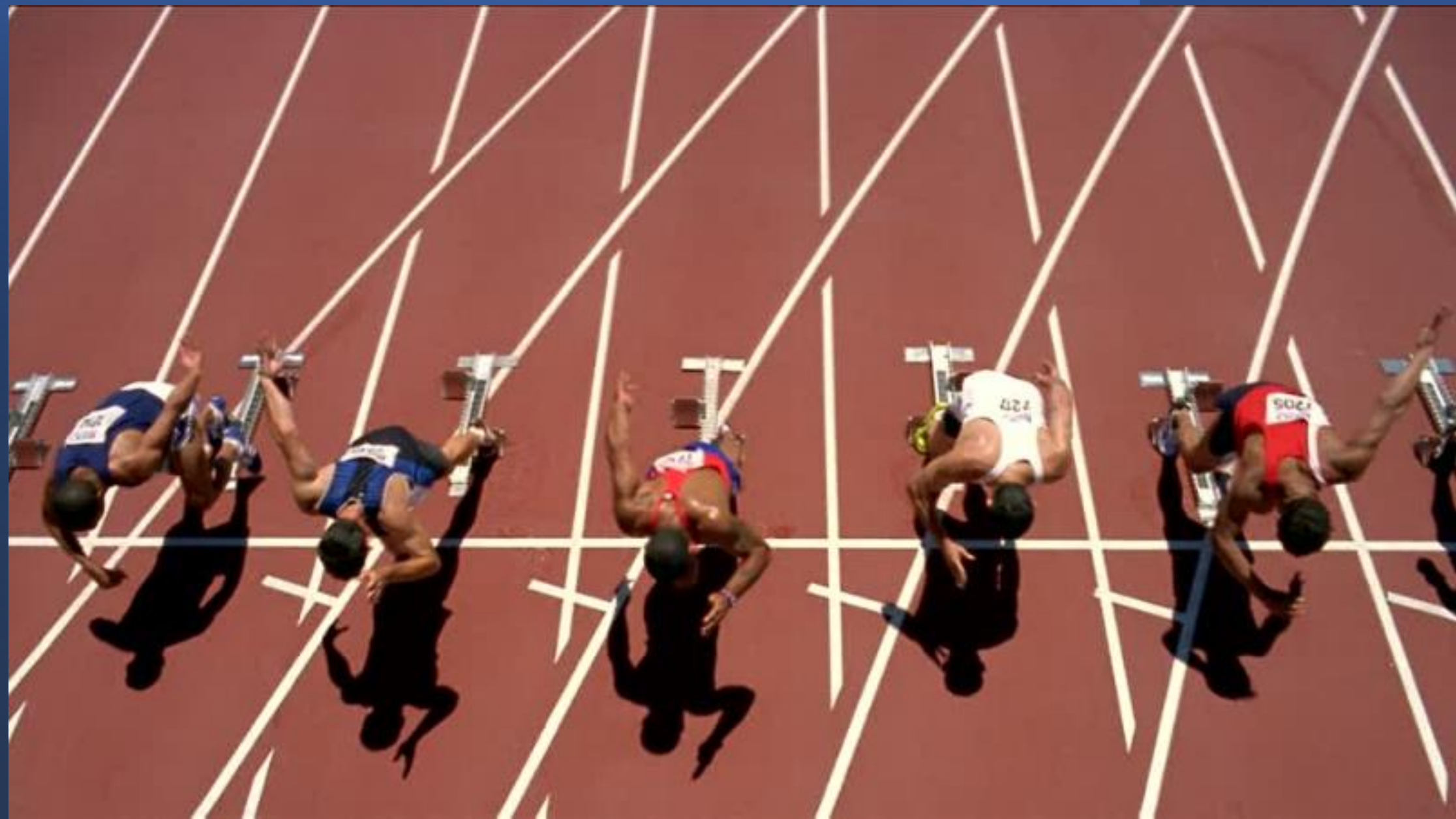






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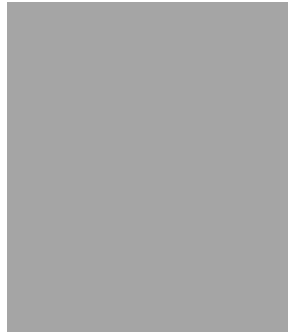




***How to
Manage
your time
effectively***



**Figure out
how you're
currently
spending
your time.**



**Create a
daily
schedule—
and stick
with it.**



Prioritize
wisely.



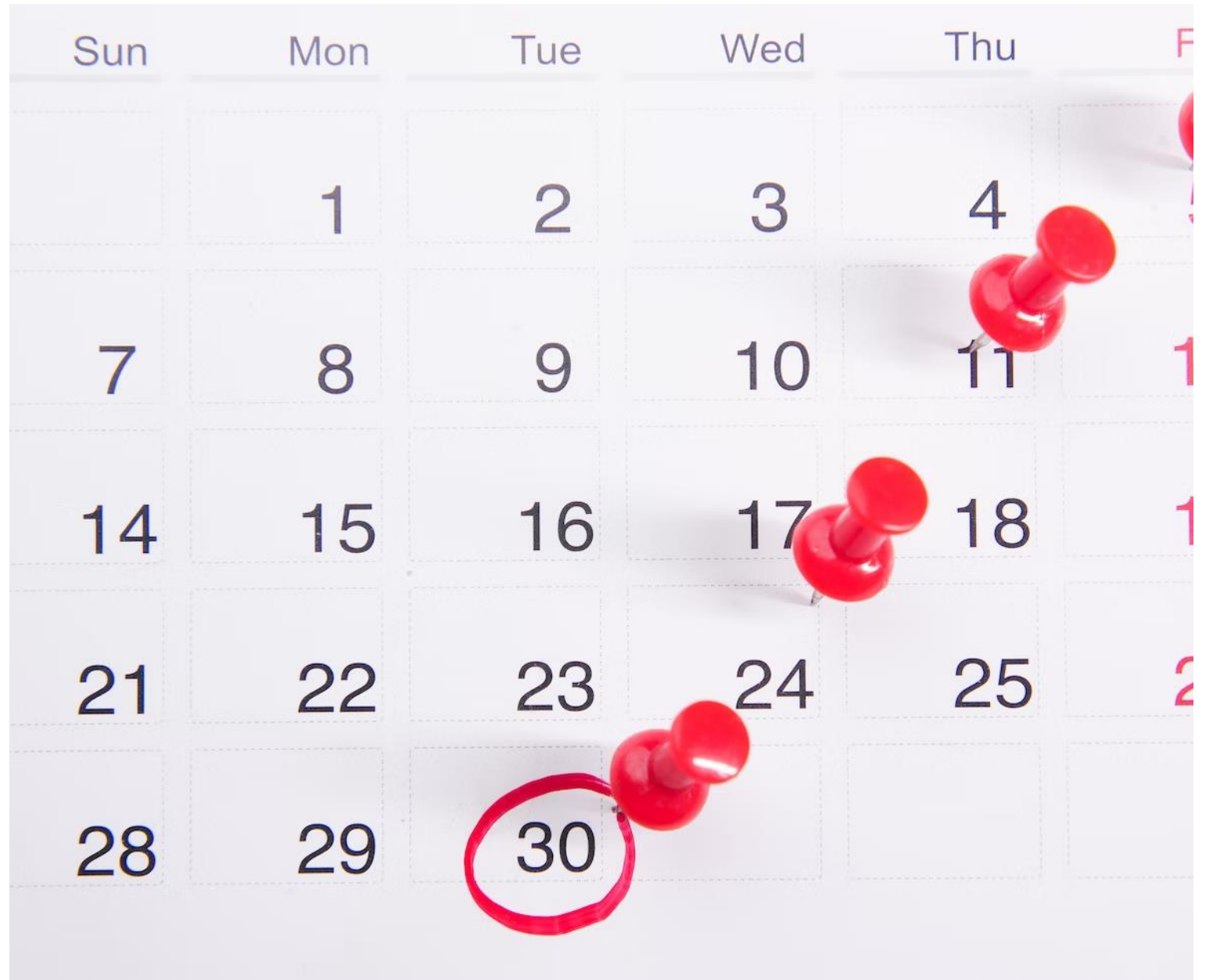
**Group
similar
tasks
together.**



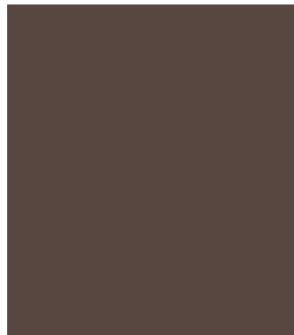
**Avoid the
urge to
multitask.**



**Assign
time
limits to
tasks.**



**Build in
buffers.**





**Learn to
say no.**



**Get
organized.**



**Eliminate
distractions.**



