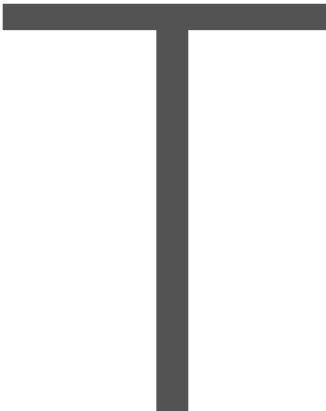

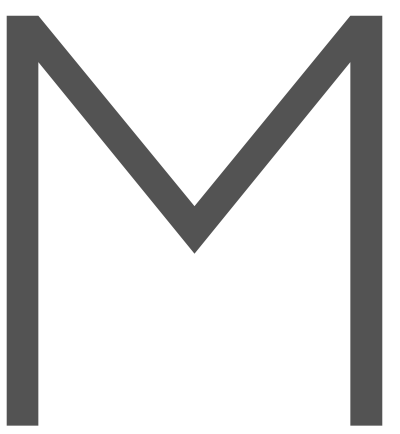

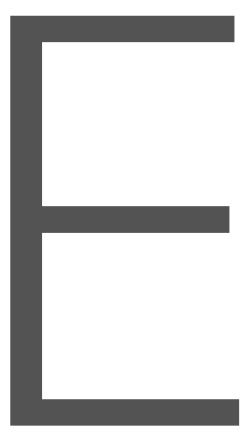

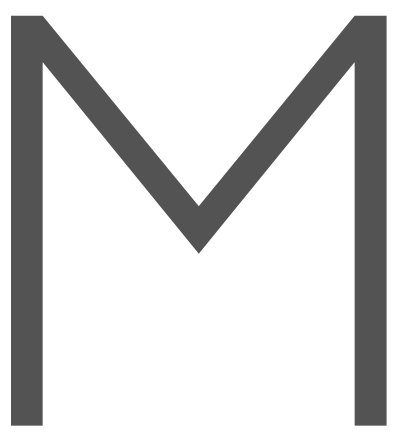

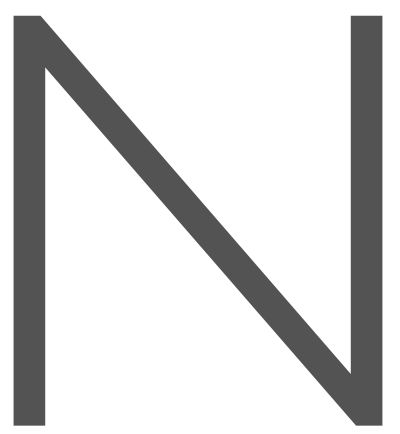

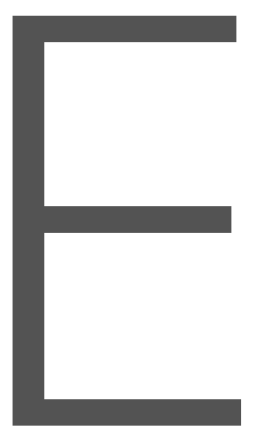

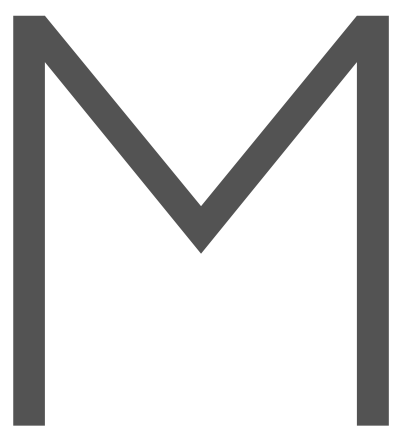

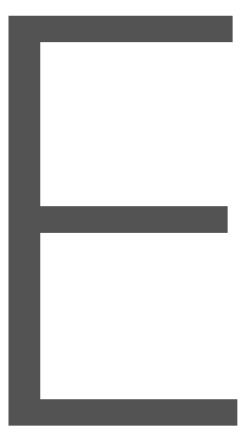

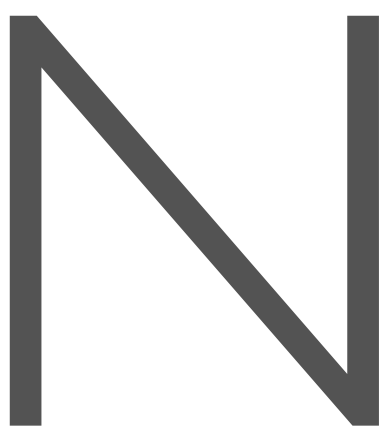

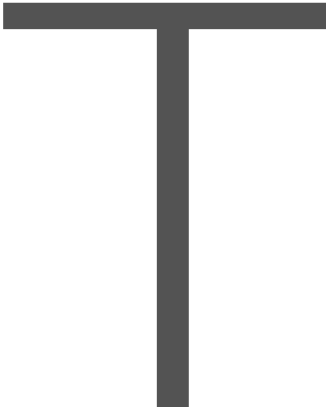

TIME MANAGEMENT

PRIORITISATION

- Important stuff first (Pareto Principle)
- Resource management
- Eliminate unnecessary tasks