

MANAGING YOUR TIME — LECTURE 1106

INTRODUCTION

Proper

- I. **B.** plan; work
- D.** making
- II. **A.** unplanned
- III. Routine
 - A.** lack
 - B.** tomorrow's
 - C.** appointment; limit
 - D.** screen
 - E.** two-way
- IV. **A.** important; urgent
 - C.** accomplished
- V. **B.** communicate
 - D.** train
 - F.** truthful

CONCLUSION

Obeying