

# Time Management

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### About Time (Time Management in Business)

Your success in business hinges upon your ability to manage time wisely. ©2006. Recommended: HS/PS.

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Using Time-Management Principles Rubric, ©2002.

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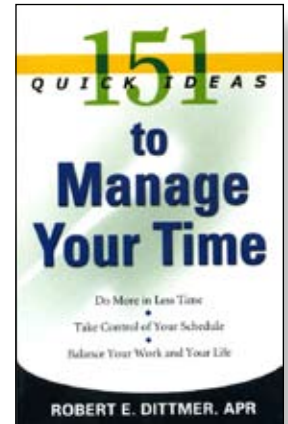
## Reference Books

### 151 Quick Ideas to Manage Time and Organize Your Life

Presents quick and easy ways to meet the challenges in your daily life. Each new idea comes from the real-world experiences of people like you who are experimenting with solutions to the time problems we all face. ©2006. Length: 192. Recommended: PS/AD.

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## Videos/DVDs



### Time Management: Prioritize and Organize

Presents basic management techniques on how to prioritize, how to delegate, and how to avoid time wasters. Specific steps on using the calendar, writing down important information, and organizing daily and weekly activities. Activities guide included. ©2005. Length: 16. Recommended: HS/PS/AD. Rated: ★★☆☆☆

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