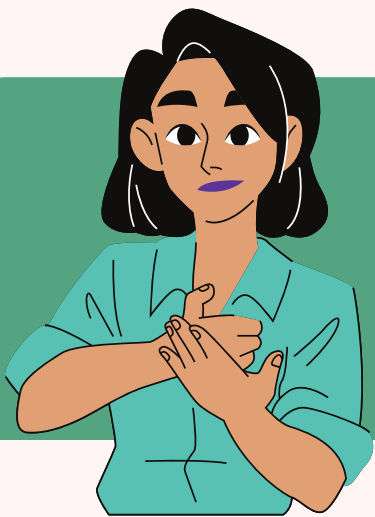


Effective Time Management

01

Set clear goals

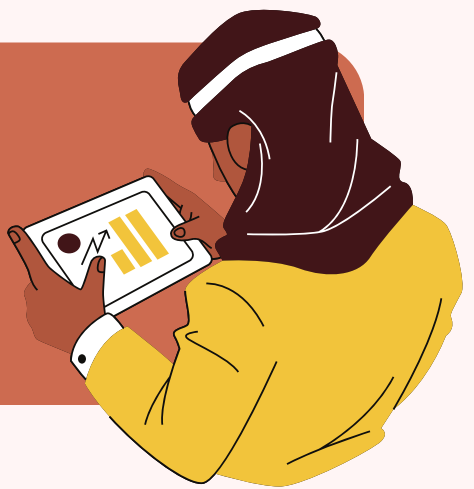


Create a routine

02

03

Avoid distractions



Value your sleep

04

05

Kick the clutter

