

# 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