

The Sensible Sourcebook!

# Smart Guide™

## to Managing Your Time

Quick & Easy  
Strategies  
for Making  
the Most of  
Your Time

**Smart Advice** on identifying and achieving your professional and personal goals

**Smart Strategies** for capitalizing on your own management style, making realistic to-do lists, and keeping orderly records

**Smart Tips** on scheduling your time without conflict or overcommitment

**Lisa Rogak**



# Smart Guide To Managing Your Time

**D Kirk**



## **Smart Guide To Managing Your Time:**

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