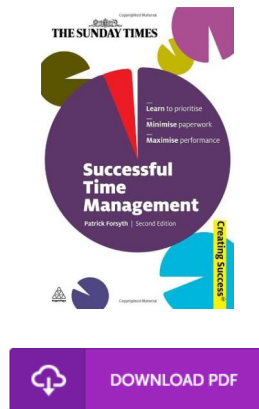


Successful Time Management: Learn to Prioritise; Minimise Paperwork; Maximise Performance (Sunday Times Creating Success)



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