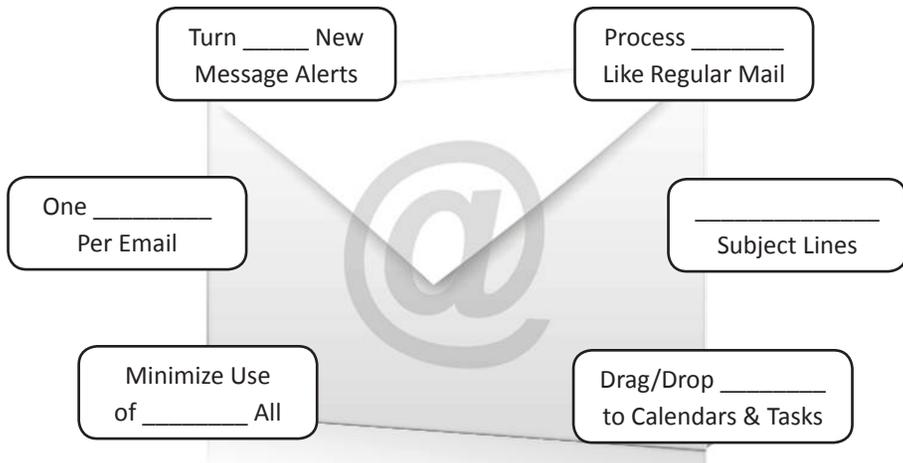


# Done! Time Management Strategies for Regaining Command of Your Day



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