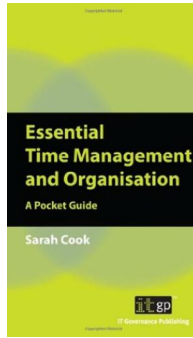


## Essential Time Management and Organisation: A Pocket Guide



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