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Time management is essential for maximum health and personal effectiveness. The degree to which you feel in con-trol of your time and your life is a major determinant of your level of inner peace, harmony, and mental well-being. A feel-

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your current time-management behaviors to give yourself a baseline for change. Knowing where you stand is a powerful tool; without that you cannot plan where you are going. Assess Your Behavior Use the Time-Management Behaviors matrix (Table 1) on page 3 to assess your current time-management skills. Instructions 1.

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