

# **Time Management**

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**Abstract:** *Your Ability to manage your time, as much as any other practice in your career as an executive, will determine your success or failure. Time is the one indispensable and irreplaceable resource of accomplishment. It is your most precious asset. It cannot be saved, nor can it be recovered once lost. Everything you have to do requires time, and the better you use your time, the more you will accomplish, and the greater will be your rewards*

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