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T: 01788 572 200
F: 0560 3414 068
E: enquiries@catllp.com***

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Top tips - time management

- Throughout the day ask yourself, "what is the best / most valuable use of my time, right now?" As the day passes this puts focus on the things least able to be left.
- Avoid procrastination or displacement activity. Some people make this an art form - doing low priority tasks rather than the more involved, difficult, disliked or less understood tasks.