| TIME | TIME | ACTIVITY | COMMENTS |
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| With regards your biggest time stealers what <i>five things</i> could you do to make these more efficient? |  |   |  |  |  |
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| 5.   |  |   |  |  |  |
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| What one thing are you doing to keep yourself unnecessarily busy?  |  |   |  |  |  |
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