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over the amount of time spent on specific activities especially to increase effectiveness efficiency or productivity it is a meta activity with the goal to maximize the overall benefit of a set of other activities

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can do something about it now and time equals life therefore waste your time and waste of your life
or master your time and master your life

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alan lakein and breaks tasks down into three different groups like the pickle jar technique tasks are
divided into very urgent and important moderately important and unimportant