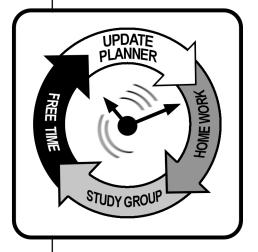
Organization & Time Management



Plan and prioritize tasks to get things done on time



Manage your environment, resources, and time



