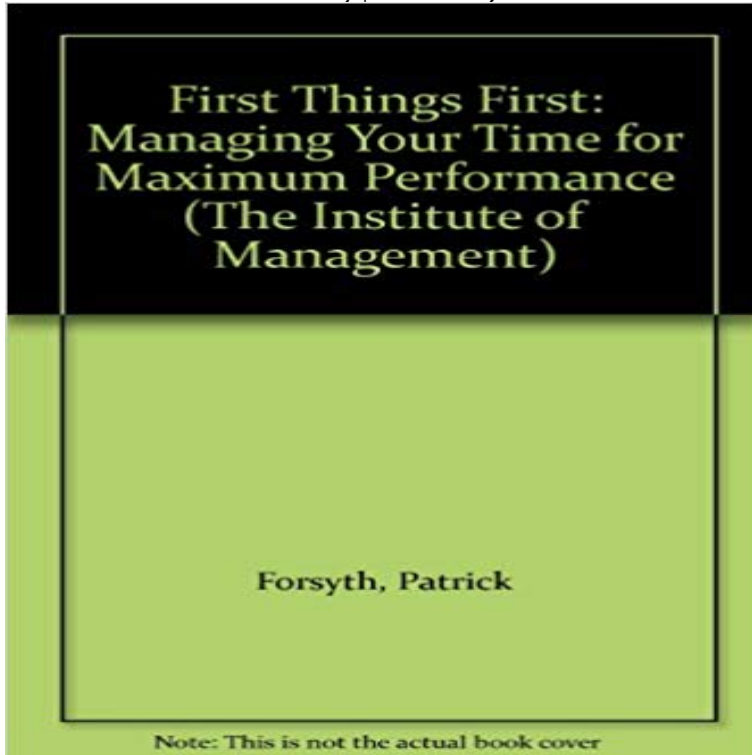


# First Things First: Managing Your Time for Maximum Performance (The Institute of Management)



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