

consequences

prospects

reputation

submit

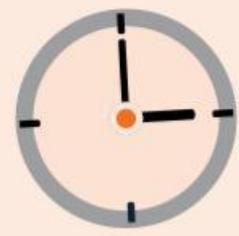
efficient

relies

stress

suffer

# How well do you manage your time?



There is so much to be said in favour of good time management that it's surprising how many people are bad at it. From the school student who always struggles to \_\_\_\_\_ work on time ... to the powerful businessperson who \_\_\_\_\_ on a personal assistant to organise their day, we could all benefit from a more organised approach.

The simple fact is that poor time management can have some terrible \_\_\_\_\_. These include damaged relationships, getting a \_\_\_\_\_ for always being late, and seeing your free time get eaten up.

On the other hand, people who manage their time well are more \_\_\_\_\_, improve their job \_\_\_\_\_, and are known to \_\_\_\_\_ less from sleep problems, anger and \_\_\_\_\_.