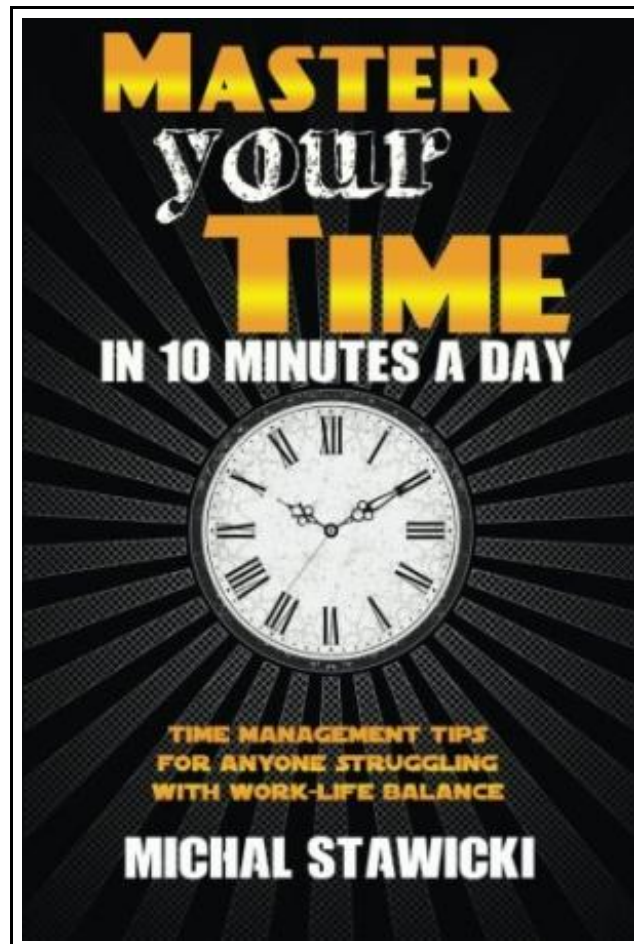# Master Your Time in 10 Minutes a Day: Time Management Tips for Anyone Struggling with Work-Life Balance

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