



**Title:** Effective Time Management

**Speaker:** Thomas Shepherd

*“Whereas ye know not what shall be on the morrow. For what is your life? It is even a vapour, that appeareth for a little time, and then vanisheth away.” (James 4:14)*

**Introduction:** \_\_\_\_\_

\_\_\_\_\_

- Time is something that you cannot buy.
- Time ought to be a top priority.
- Time is something that you as a teenager can learn to manage.

**1.** \_\_\_\_\_ **Use It**

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

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**2. \_\_\_\_\_ Plan It**

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

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**3. \_\_\_\_\_ By Controlling It**

A. \_\_\_\_\_

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**Conclusion:** \_\_\_\_\_

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