

**THE 4 STEP TIME MANAGEMENT SYSTEM, A QUICK
GUIDE TO TIME, IDEA AND GOAL MANAGEMENT**

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Note: This is the original step-by-step guide of the O-PATSM system--used by thousands of people. 4. SUMMARY OF ACTIONS to get started using the O- PATSM system 5. Do you sometimes sense a lack of direction or uncertainty about goals? Have you tried a time-management system that is only partially effective?.

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