



# TIME MANAGEMENT



Scan to review worksheet

Expemo code:  
19M9-S6XE-NBQ3

## 1 Warm up

Match the photos to the vocabulary.

apps

calendar

color-coding

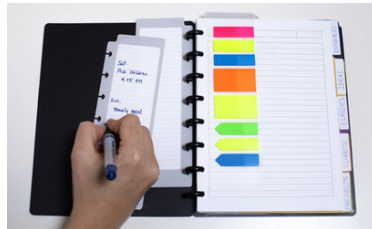
diary

schedule

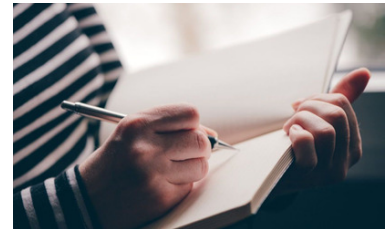
to do list



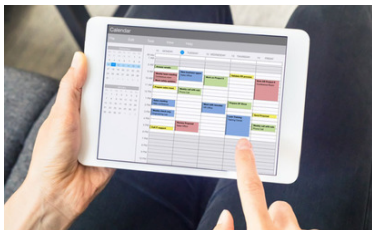
1. \_\_\_\_\_



2. \_\_\_\_\_



3. \_\_\_\_\_



4. \_\_\_\_\_



5. \_\_\_\_\_



6. \_\_\_\_\_

Which of the tools above do you use?



## 2

**Focus on vocabulary**

**Part A: Match the vocabulary to the definitions.**

- |                     |   |
|---------------------|---|
| 1. priority (n)     | a. your goal and the focus of what you are trying to achieve                                |
| 2. aim (n)          | b. expected to happen or arranged   |
| 3. task (n)         | c. a situation that is more important than everything else and needs to be focused on first |
| 4. appointment (n)  | d. a particular job that needs to be done, often one that is difficult                      |
| 5. due (adj)        | e. the process of improving something or getting closer to a goal                           |
| 6. progress (n)     | f. very important and needs to be looked at very soon                                       |
| 7. effective (adj.) | g. working in the way that you want and doing the job well                                  |
| 8. urgent (adj.)    | h. a time when you are going to meet someone to talk about a particular subject             |

**Part B: Decide how many syllables each of the words in Part A has. Then, with each word of more than one syllable, decide which syllable is stressed.**

**Part C: Complete the following sentences with a different part of speech from the same family as the Part A word in brackets. You may need to use a dictionary.**

1. There's a problem with the order from Sweden, so I'm going to have to \_\_\_\_\_ that this morning. (priority)
2. We're \_\_\_\_\_ to finish by 5 pm today as we've got an early start tomorrow. (aim)
3. Our department has been \_\_\_\_\_ organising the conference this year, so let's plan a meeting to discuss our plans. (task)
4. I believe they are going to \_\_\_\_\_ him to the CEO position tomorrow, but it's being kept secret at the moment. (appointment)
5. I'm sorry I have to go now. My report is \_\_\_\_\_ and I need to spend more time on it, but I'll call you later. (due)
6. This project is \_\_\_\_\_ quite smoothly. I'm really happy with it. (progress)
7. We've had lots of problems with the electricity this morning, making it very difficult to work \_\_\_\_\_ when the computer keeps going off. (effective)
8. Tina, there's been a problem with the tickets for tomorrow. I need to meet with you \_\_\_\_\_ to find a solution. (urgent)



### 3 Listening for details



Listen to three people talk about how they organize their work. Which of the tools for organization from the Warm up does each speaker use?

1. Speaker 1: \_\_\_\_\_
2. Speaker 2: \_\_\_\_\_
3. Speaker 3: \_\_\_\_\_

### 4 Listening comprehension

Complete the table by putting a tick in the correct box.

Who...	Speaker 1	Speaker 2	Speaker 3
a. likes to organize their work in the morning?			
b. avoids looking at their phone before working?			
c. leads a team?			
d. arranges their meetings in the afternoon if possible?			
e. has a regular meeting every day?			
f. starts work very early in the morning?			
g. says they spend time working on their own?			
h. thinks a quick conversation can be helpful to save time?			



## 5 Reading for gist

Match the headings to paragraph A – D on page four. There are more headings than paragraphs.

Not used      Not used      Paragraph A      Paragraph B      Paragraph C      Paragraph D

1. \_\_\_\_\_ Resting is important
2. \_\_\_\_\_ Managing your team's time
3. \_\_\_\_\_ What you get from time management
4. \_\_\_\_\_ The challenge of time management
5. \_\_\_\_\_ The dangers of time management
6. \_\_\_\_\_ Strategies for time management

## Organizing yourself

### Time management for business

- A. When working in business in the modern day, effective time management is both **essential** and a **challenge**. It is normal for today's workers to be connected to phones, tablets and computers during their work day, all of them built to hold our attention. Although we have constant access to information to help us do our jobs, that information can also stop us from doing anything that is considered work. It's very easy to spend time answering emails, texting colleagues, arranging appointments, and taking phone calls, without getting the actual work needed for your job done effectively.
- B. There are many benefits to organizing your time to use it in the most useful way. Firstly, it means that you have more time. The results of someone who is organized will be far quicker than someone who is not. Spending time focused on your tasks instead of on websites, emails and your phone will lead to you having more time to spend with your family, friends or other tasks. There is also the feeling of **achievement** you get naturally from working through your to do list, which reduces stress. To add to this, the progress you make will help you to achieve your own aims with your career. Those who can organize themselves stand out in any business and you are more likely to get better job opportunities, whether you work in an office or for yourself.
- C. The way to manage your time has to begin with your goals. You need to look at what you are trying to do and make sure that it is **specific**. Ask yourself: Do I know exactly what I have to do here? It's very easy to agree with a manager in a meeting about a task and then later realize you have no idea what to do. The goal also needs to be **measurable**. Questions such as: How will I know when I have completed the goal? and How will I know if I have done it well? are important to consider at the beginning. It's also a good idea to ask yourself if the goal is **attainable**. Do you have everything you need to do it? You may even need to decide if you are the best person to do it and if it is **relevant** to your position. You may find that it is better to **delegate** the task to someone who is more experienced than you, or has more time to complete it. Lastly, you should also look at if you can complete the project in a **timely** manner. With a larger project, you may have to look at all of the individual stages you need to go through before you can decide this.
- D. You should also remember that taking a break is important, and just as much a part of work as the work itself. Tired, stressed and worried people are not good at time management.

Sources: *MindTools, The Guardian*



### 6 Reading comprehension

Complete the following summary with one, two or three words from the the article on page four.

These days in the modern workplace, there are many things which can \_\_\_\_\_<sup>1</sup> (para. A) and prevent us working \_\_\_\_\_<sup>2</sup> (para. A). Managing your time well results in more time for your private life or other tasks, and also \_\_\_\_\_<sup>3</sup> (para. B) by allowing you to see your progress. As well as this, it's also likely to lead to more professional \_\_\_\_\_<sup>4</sup> (para. B). Focusing on \_\_\_\_\_<sup>5</sup> (para. C) is essential and the first thing is to ensure that you are very clear on what these are. You also need to know what it will look like when you \_\_\_\_\_<sup>6</sup> (para. C) the task. It's also worth checking who the \_\_\_\_\_<sup>7</sup> (para. C) to do the task is, as it may not be you. Breaking the project down into \_\_\_\_\_<sup>8</sup> (para. C) will also give you a clear idea of how long it will take, which is another important factor. Lastly, remember that \_\_\_\_\_<sup>9</sup> (para. D) is just as vital as doing the work itself.

### 7 Identifying vocabulary

Match the following definitions to the words in bold in the article on page four.

- 1. \_\_\_\_\_ a successfully completed task or challenge, usually involving difficulty (n)
- 2. \_\_\_\_\_ able to achieve or possess something (adj.)
- 3. \_\_\_\_\_ a test of someone's skill or ability (n)
- 4. \_\_\_\_\_ to give work to someone who is in a lower position than you (v)
- 5. \_\_\_\_\_ so important that something will not work without it (adj.)
- 6. \_\_\_\_\_ able to see how long something will take and when it will be complete (adj.)
- 7. \_\_\_\_\_ connected closely to the particular subject you are dealing with (adj.)
- 8. \_\_\_\_\_ involving the exact details of something (adj.)
- 9. \_\_\_\_\_ happening at the time that it was planned (adj.)





## 8

**Talking point**

In pairs, discuss the following questions.

1. What are your usual priorities during your working day?
2. What action do you take when something urgent but unexpected happens at work? What do you do in that situation?
3. How do you measure the progress you are making with a project?
4. What do you do to make sure that the work you are doing is effective?
5. How do you manage your time?
6. Are you good at time management? What could you do to improve? What do you do that is likely to waste time?

## 9

**Extended activity/Homework**

Write a paragraph describing a typical work day with a focus on what you do to manage your time.

Consider the following questions:

- What is the best time of the day for you to focus?
- What can stop you from managing your time effectively?
- What is essential for you to get your work done?
- How do you check that the goals you are working on are specific, measurable, attainable, relevant and timely?

You should:

- Write at least 150 words
- Check your grammar, spelling and punctuation