TIME MANAGEMENT

"Never leave till tomorrow that which you can do today."

Benjamin Franklin (1706 – 1790), American Founding Father

1. Time Management Discussion

1. How do you manage your time at work? Do you make a schedule? If so, do you schedule everything you do?
2. What deadlines do you have to meet? Does having many deadlines make you stressed?
3. How to you manage your time to meet these deadlines? Do you ever miss deadlines?
4. Do you ever have to work longer hours to complete your tasks? How about at the weekend?
5. What urgent tasks have you had to do recently? Why were they urgent?
6. Do you have enough time to do all thing things you want/need to do? If not, how could this change?
7. What would you do if you had more time?
8. Is it better to have more time or more money? Why?

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2. Time Management Vocabulary

- **to drop everything** (verb) – *to immediately stop doing something in order to do something else more important.*
- **to multitask** (verb) – *to do a number of tasks at the same time.*
- **to procrastinate** (verb), **procrastination** (noun) – *to delay or postpone something until the last minute, often by doing something else.*
- **time waster** (person, noun) – *a person who causes another person to waste their time.*
- **to-do list** (noun) – *a list of tasks that have to be completed.*
- **bogged down** (adjective) – *describes a situation where one is prevented from making progress by something.*

Using the vocabulary words above, complete the following sentences (remember to use the correct form of the word, e.g. verb conjugation or plural noun)

1. Don't worry about it. If you need the report completing before the weekend, I'll put it to the top of my _____.
2. I'm so _____ at work right now. I have to complete the tax returns, send out the staff expenses and present the sales figures. I don't know how I'm going to cope with it all.
3. If I hadn't _____ so much, I would have scored higher on the exam. Instead, I spent all my time watching YouTube videos instead of studying.
4. Listen up everyone. We've just received an urgent order, so I want you to _____ and concentrate on getting that order out.
5. My boss is such a _____; if he's not giving me pointless little jobs to do, he's trying to engage me in irrelevant conversation.
6. You are going to have a lot more responsibilities if you take this promotion so it's vital you're able to _____ if you want to ensure you'll complete all your work on time.

Time Management vocabulary comprehension questions

1. When have you had to drop everything?
2. Do you procrastinate much at work?
3. Are you good at multitasking?
4. Are there many time wasters where you work? Who are they?
5. What do you have on your to-do list for next week?
6. When are you most bogged down at work?

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3. Video: How to Multiply Your Time

You are going to watch a TEDx Talk by Rory Vaden called "How to Multiply Your Time."

Watch the video here: https://yourenglishpal.com/blog/business-english-conversation-lesson-plan-time-management/

Watch the video and after, discuss the following questions

1. What technology do you use to manage your time at work?
2. How can you improve your efficiency at work?
3. How could you prioritise your tasks better at work?
4. What can you do today that would make the future better?
5. Are you able to say 'no' at work? Why or why not?
6. What could you delegate to other people to create more time for yourself?

4. Time Management Conversation Questions

1. Are you ever late for meetings or appointments? If so, why?
2. How late would be considered 'late' to a business meeting or appointment? Is it considered rude to arrive late for a meeting or appointment in your culture?
3. Which cultures have a reputation for being late? Which have a reputation for being strict with the time? How can you explain this? How would you describe your culture's perception of time?
4. How often do you waste your time at work? What are the reasons for this?
5. Which of your tasks do you consider to be a waste of time at work? Why do you have to do these tasks if they are a waste of time?
6. What interruptions and distractions do you have at work? How does this affect your time management?
7. What would help you complete your tasks faster?
8. Why do some people say, "time is money"? Do you agree?

5. Time Management Writing Task

Write an email to members of your team advising them how they could manage their time better. Include tips on how to prioritise their work, how they could stop wasting time and any technology that might be able to help them achieve this.

6. Time Management Answers

2. Vocabulary

1. to-do list
2. bogged down
3. procrastinated
4. drop everything
5. time waster
6. multitask

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