



How to Manage Time!



Before you watch the clip, can you work out the 10 steps for effective time management? Work with your partner and discuss!

1. **Schedule**
2. **Assign time**
3. **Plan to spend 50% of your time...**
4. **Interruptions**
5. **First 30 minutes of your day**
6. **5 minutes before every call or task**
7. **'Do not disturb'**
8. **Don't answer!**
9. **Block out distractions**
10. **20% of activity produces...**



Verbs + Dependent Prepositions

With your partner, fill in the prepositions and offer some advice to the employees below.

A The pressure of having *to deal* _____ constant calls, emails, clients and colleagues is taking its toll on me. I hardly have a life outside of work anymore.

B I struggle *to concentrate* _____ a task when so many other things are going on around me. Sometimes I get pulled in three different directions at once.

C I never understand how some people are *capable* _____ multi-tasking. I need to give a task my full attention in order to produce my best results.

D I know I need to become more *aware* _____ how I spend my time. Sometimes I feel like I get nothing done and spend my day fire-fighting instead of actually producing anything worthwhile.

E Everyday I'm *faced* _____ so many new challenges! That's part of why I love my job but I'm always so drained in the evenings.



F At the weekends, I find I'm constantly trying *to recover* _____ the chaos of the week. I can never seem to get a handle on the mountain of tasks I have to do each day and it's just getting worse as our company grows.



Level – C1

G

I have a huge amount on my plate in work and I have nobody **to confide** _____. I feel as though I'm not making any headway as I'm always **dealing** _____ customers issues.

H

My boss is constantly **reminding me** ____ do things. Luckily, I get on well with my boss but she is probably starting to lose her patience with me at this stage.

I

I'm **responsible** _____ so many areas in work that I'm never 100% satisfied because I can never give everything I have to a task. I can only 'half' do them.

J

It's very difficult **to stay away** _____ my emails. I always have my inbox open and I get notifications when a new email comes in. I like to answer them straight away too as I'm then aware that someone is waiting on a response.

K

People **boast** _____ how they manage their time and how organised and 'on top of things' they are in work but I can admit, I'm not one of those people.

I **stress** _____ my job because I care and I don't think that's ever going to change.

focus
action
timetable
block
productive
concentrate
efficient
time
stress-free
capable
management
assertive
control
delegate
manage
effective
responsible
efficient
time
stress-free
capable
management
assertive
control