

# Time management (a worksheet)

## Activity 1

*Read the quotes. Can you guess the missing phrase? It's the topic of the lesson.*



'This is the key to \_\_\_\_\_ - to see the value of every moment.'  
(Menachem Mendel Schneerson)

'I think \_\_\_\_\_ as a label encourages people to view each 24-hour period as a slot in which they should pack as much as possible'. (Tim Ferriss)

'Have you ever noticed some people are able to stay organized while getting a massive quantity of work accomplished, while others appear to be busy but never actually produce results? \_\_\_\_\_ is the key to becoming a successful entrepreneur.' (Clay Clark)

*Which quote do you like most of all?*

## Activity 2

*Discuss the questions with your partner.*

1. How well can you manage your time?
2. What are your most popular time eaters?
3. How often do you accomplish all your plans for a given day? Is your daily plan often destroyed by urgent situations?
4. What skills are required for effective time management?
5. How to eliminate procrastination?

## Activity 3

How often do you say 'I don't have time for ...' Do you really mean it?

**Watch the talk** and take notes of the key points.



From your memory, complete the sentences.

1. When people say 'I don't have time' it means 'It's not a \_\_\_\_\_'.
2. To figure out what your priorities are, there are two techniques. 1) Pretend it's the end of the next year and give yourself a \_\_\_\_\_ . 2) Write next year's \_\_\_\_\_ letter now. Don't send it.
3. We put our priorities into our schedules first by thinking through our weeks before we are in them. A really good time to do this is \_\_\_\_\_ .
4. Make yourself a three-category priority list: \_\_\_\_\_, relationships, self. Making a three-category list reminds us that there should be something in all three categories.
5. Anyway, in 168 hours a week, I think we can find time for \_\_\_\_\_ to you. If you want to spend more time with your kids, you want to study more for a test you're taking, you want to exercise for three hours and volunteer for two, you can.
6. Small moments can have great power. You can use your bits of time for bits of \_\_\_\_\_. Maybe it's choosing to read something wonderful on the bus on the way to work.

Compare with your partner and then check using the **transcript**. Do you agree with ideas 1-6?

## Activity 4

*Match the halves of the phrases from the talk.*

- |                              |                        |
|------------------------------|------------------------|
| 1. to blame smb for          | a) errands             |
| 2. to do                     | b) doable steps        |
| 3. to shave bits of time off | c) your goals          |
| 4. to keep track             | d) job                 |
| 5. to have a demanding       | e) review              |
| 6. a performance             | f) your tardiness      |
| 7. to work on                | g) of time             |
| 8. break smth into           | h) everyday activities |

*Ask your partner 5 questions using the words above.*

## Activity 5

*A mini project. Do the tasks which Laura Vanderkam suggested. Compare the answers with your partner.*

### Write next year's review

What 3-5 things would make it a great year for you professionally?

### Write the family holiday letter

What 3-5 things would make it a great year for you personally?