

## HOW TO MANAGE TIME WITH TEN STEPS THAT WORK.

You are going to listen to some advice about time management strategies.

**TASK ONE.** For questions 1 -3, choose the best option a, b, or c.

1. According to the speaker, traditional ideas about time management are
  - a) boring
  - b) useless
  - c) outdated
2. 'Clock time' is
  - a) relative
  - b) an illusion
  - c) unimportant
3. 'Real time' is
  - a) easy to waste
  - b) hard to manage
  - c) our own creation

**TASK TWO.** Complete the following summary of the 10 steps with no more than three words for each gap.

**Step 1:** \_\_\_\_\_ all your thoughts, conversations and activities for a week.

**Step 2:** Make \_\_\_\_\_ with yourself and create time blocks for very important thoughts, conversations and actions.

**Step 3:** Spend no less than half of your time devoted to the thoughts, \_\_\_\_\_ that will help you get what you want.

**Step 4:** Plan some time for \_\_\_\_\_.

**Step 5:** Before starting each day, spend \_\_\_\_\_ planning it.

**Step 6:** Take 5 minutes before making a call or carrying out a \_\_\_\_\_.

**Step 7:** Use a \_\_\_\_\_ sign when you really need to get something done.

**Step 8:** Don't give people your immediate \_\_\_\_\_ unless it is essential \_\_\_\_\_.

**Step 9:** Avoid \_\_\_\_\_ such as Facebook unless you use them as part of your work.

**Step 10:** Bear in mind that most of your results are produced by \_\_\_\_\_ of your thoughts, conversations and activities.