

TIME MANAGEMENT

Check you understand the words in **bold** in the sentences below. Decide if the sentences are true or false for you, and why.

- 1 I am often late for things.
- 2 I often need to **rush** to get to places or to finish things.
- 3 I usually make a **list** of things I need to do during the day.
- 4 I hardly ever do everything I plan to do in a day.
- 5 I always do things which are a **priority** first.
- 6 I often **delay** doing things I don't like doing.
- 7 I never write down any **appointments** or things I **arrange** in a diary.
- 8 I occasionally miss appointments because I forget I have them.
- 9 I sometimes **stay up late** to finish things.
- 10 If I'm finding something very difficult to do, I usually **take a break**.

the most important thing that you need to do

stay awake for longer than usual and go to bed later than you usually do

you do something or go somewhere quickly because you are in a hurry

do it or make it happen later than it was planned to happen

an arrangement to meet someone at a particular time

a time when you stop working and relax for a short while before starting to work again