

Complete the descriptions of some famous time-management techniques using the correct forms of the words and phrases in the box. Then, share your experience using these and other techniques.

a) The Pomodoro technique involves _____ your workday into highly focused chunks separated by short breaks. Regular breaks serve as _____ to stay productive, and a balanced schedule allows you to regularly _____ your progress.

are due

stay on top of

b) The Eat The Frog technique is all about prioritizing. Once you _____ to deal with your tasks, you need to tackle the most important ones first, especially if they _____ soon. Once you're done, you can switch to the less urgent tasks. This way you are certain to have no _____.

check in on

blocking out

incentives

breaking down

c) The 1-3-5 Rule is a simple strategy to manage your workload by _____ time for 1 Big Thing, 3 Medium Things and 5 Little Things. With this great technique, you'll manage to _____ your schedule and avoid being overwhelmed.

set out

loose ends