8.4 A TIME-SAVING TIP

LESSON OBJECTIVE
- write a post about managing your time

1 LISTENING







Welcome to _____*(1)*.

I'm _____(2) Townsend, your personal life coach and today I'm going to help *you* use *your* time _____(3).

Well, actually, my guest – time management expert _____(4) Moore – is

Hi, _____(5).

Hello, _____(6).

Let's not _____(7) any time. You have one _____(8) to give us your top tip …

Easy! Do _____(9) jobs right away. Ask yourself, "Can I do this in less than five minutes?" If the answer is yes, just do it. That's it. How long did that take? A few _____(10)?

That was definitely under a minute!

Great! So, this _____(11) has been _____(12) me time for years. Here's a quick example. This morning, I had several emails. I opened the first one and asked myself, "Can I answer this in less than five minutes?" The answer was yes, so I _____(13) right away. I did that with three more emails. Done, done, and done.

So, it felt like *such* a big _____(14) even though – actually – it didn't take very long.

Exactly. And after that, I quickly paid a few bills online. Then I didn't need to put those _____(15) on my to-do list. Or even think about them when I got to my bigger jobs. It's really about making space in your head as well as saving time.

Interesting. It's a great tip. I know I'm going to love trying this, and so will you, listeners!

LIVEWORKSHEETS