

Vox pops

- 1 How did you spend your time yesterday? How long did you spend on each activity? Present your information to a partner. Did you manage your time well?

- 2 Watch the video. Do sections 1 and 2.

Are you good at time management?

- 1 Write the correct name next to each statement.

Jeremiah Rupert Heidi Angela

- 1 lacks time management skills _____
- 2 has successfully managed a variety of responsibilities for many years _____
- 3 doesn't feel that time management is a problem at work _____
- 4 surprises friends with impressive time management skills _____



Do you have any tips for managing time better?

- 2 Tick the advice each person gives.

Jeremiah

- a Try to complete one task before starting another. ☐
- b Don't try to do too much in one day. ☐

Heidi

- a Leave additional time for jobs which occur at the last minute. ☐
- b Arrive five or ten minutes early for appointments. ☐

Rupert

- a Write long lists every day. ☐
- b Prioritize which jobs need tackling first. ☐

Angela

- a Try to get up early. ☐
- b Have a broad outline of what you want to do. ☐

- 3 Work with a different partner. Discuss the list of good time management tips in section 2 of exercise 2. Put the tips in order of importance for you (1 = most important). Give your reasons. Do you have any other good time management strategies?