VOCABULARY

a. Match the words to the definitions

1. budgeting •	• a. help someone remember something that they must do
2. society •	• b. a group of people who join together to share a hobby or interest
3. deadlines •	• c. the ability to use your time effectively or productively, especially at work
4. remind •	• d. the making and following of a plan for spending your money
5. time management •	• e. points in time that tasks must be finished by

1.	2.	3.	4.	5.

b. Fill in the blanks with the words from Task a.

1. I have a few _____ for my school work this week, so I can't go out with my friends.

2. If you often hand in homework late, you should improve your _____ skills.
3. I'm going to bake a pie tomorrow. Please _____ me to buy some butter on my way home.

4. I'm meeting the school's film _____ tomorrow. We are going to discuss a new movie.

5. My brother never saves any money. He needs to improve his _____ skills.

LISTENING

a. Listen to two first-year university students talking and fill in the gaps.

Matt: Hey, Joe, are you coming to the Film Society 1_____?

Joe: Hi, Matt. I can't, because my essay deadline is 2_____, and I haven't finished it yet. I'm not good at finishing things on time.

Matt: Why don't you buy a 3_____ and write your deadlines on it then you can always see what needs to be finished and have enough time to do it?

Joe: Yes, that's a good idea. Do you have any other 4_____?

Matt: I wrote notes and stuck them on my door and my 5_____ mirror. When you see notes all around, it's hard to 6_____ what to do.

Joe: Okay. No sudden door mirror.

Matt: Another thing I do is I have an 7_____ that reminds me a few days before each essay 8_____. That way, I always have enough time to finish it. Why don't you do that too?

LIVEWORKSHEETS

Joe: I don't think so. I don't 9_____ things very well. And if I turn off the alarm, I'll forget the deadline too.

Matt: Okay, then I guess you should get a calendar and some notes. Oh, and 10_____ on only one thing at a time. I used to try to do many things all at once and couldn't finish anything in the end.

Joe: Good idea. I'll try to remember that. Thanks.

Matt: You're welcome.

b. Now, listen and answer the questions.

1. What must Jill do tonight?

2. What did Matt suggest Jill buy?

3. Where does Matt put his notes?

4. What does Matt use to remind himself a few days before deadlines?

5. What's Matt's last tip for Jill?

LIVEWORKSHEETS