Part 5
[8 *marks*]

Questions 33 to 40 *are based on the following texts.*

Read the texts carefully and answer the questions that follow.

Time management

A – Afiz, 19 years old

I've been using an application on my phone that helps me concentrate while I study. I use my phone all the time and it's a distraction that I know I must cut down on! The application tracks the time I can use my phone and will motivate me with achievement badges for the time spent away from it.

B – Beni, 40 years old

Multitasking may work for others but unfortunately, not for me. When trying to do many things at once, I can never give enough attention to anything. Going back and forth is really exhausting too. I'd rather concentrate on one, then take a break when necessary before moving on to the next. I can tick off more things on my daily to-do list that way.

C – Chee, 27 years old

Growing up, I was often told to aim for the stars. Now that I'm older, I feel that it makes more sense to set achievable goals and take my time to accomplish them. That will allow me to face those challenges independently, make my own decisions and ultimately gain the confidence to accomplish them. At times, guidance from others can be helpful too.

D – Daryl, 33 years old

When I first started working, I was assigned so many projects. Over time, it affected my ability to complete my work and I started making mistakes. I missed many deadlines while trying to meet others. So, what should you do? Decide which task is more important, know when to say 'no' and stick to it.

E – Eshwar, 16 years old

I always make sure that I take some time out during my study sessions. Studying for too long can cause my mind to wander. I make time to check on my social media accounts, grab a cup of tea or take short walks. I believe that this strategy gives my mind a chance to recharge so I can do better in my studies.

F – Fatihah, 22 years old

To me, time management involves conscious planning and thoughtful decision-making. I'll prioritise my tasks each day and set a time limit suitable for them. I also organise things in detail to avoid unnecessary issues. These help me to become more productive. Sometimes, I've got to be flexible too because there are things beyond my control.

LIVEWORKSHEETS

Questions 33 to 36

Using the information given, which text **(A to F)** *describes the following statements about managing time?*
For each question, mark your answer on the answer sheet.

Statement	Paragraph
33 Having regular breaks helps me with my studies.	_____
34 I found a way to control my obsession.	_____
35 More goals can be completed when I focus.	_____
36 I need to be able to handle unexpected situations.	_____

Questions 37 to 40

Using words from the texts, complete the summary below. Choose **no more than one word** *for each blank.*
Write your answer on the answer sheet.

Time management tips

If you never seem to have enough time, better time management may help you regain control of your days. The most common **(37)** _____ for people, especially students, is their devices. Try setting a limit on the amount of time you use your phone or when doing something so you can be **(38)** _____ whenever you have a long to-do list. Though working on multiple things at once can be time-saving, often, you can never give them equal **(39)** _____. The best way is to arrange your tasks according to the **(40)** _____ and decline work that you do not have the time to complete properly. Managing your time effectively can be tricky but it can help you to perform better.

KERTAS PEPERIKSAAN TAMAT

LIVEWORKSHEETS