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1 week —
TOO BUSY TO LIVE?

LISTENING WORKBOOK

This listening practice is divided into 3 parts



PART 1 — BEFORE YOU LISTEN

Discuss the questions

- Do you often feel busy but not productive? Why do you think this happens?
- When you have many things to do, what do you usually do first: the easiest task or the most important task?
- What usually distracts you when you need to focus on something?
- What is one thing you often put off until later?
- Do you think taking a break helps you work better, or does it make you lose focus?
- What is more difficult for you: to plan ahead or to follow the plan?
- Look at the title: Too Busy to Live? What do you think the speaker's problem will be?



PART 2 — AFTER LISTENING

Listen to the podcast and complete tasks

TASK 1 — MAIN IDEA

Listen once. Choose the best main idea.

The podcast is mainly about...

- A) a man who wants to have a fixed schedule every day
- B) a man who learns to choose better and manage his time
- C) a man who stops meeting his friends because he is busy
- D) a man who has a perfect morning routine

TASK 2 — CHOOSE THE CORRECT SENTENCES

Choose 5 correct sentences.

1. The speaker had a simple plan on Monday.
2. The speaker arrived late at work.
3. The speaker was busy all morning but didn't focus on the report.
4. The speaker finished the report on Monday.
5. The speaker met Tom for coffee on Wednesday.
6. Tom told him that he needed to choose better, not do more.
7. On Thursday, the speaker chose three priorities.
8. The speaker thinks a real break is the same as wasting time.
9. At the weekend, the speaker almost ran out of time before his sister's dinner.
10. The speaker learned that setting priorities means doing everything perfectly.

TASK 3 — FOLLOW THE SCRIPT

Listen again and complete the gaps in the script on the next page

Use the vocabulary from this week.

Hi everyone, and welcome back to the podcast. Today I want to talk about a week when I felt busy all the time, but not really productive.

It started on Monday. I had a simple plan: finish a report for work, buy a birthday present for my sister, cook dinner at home, and go for a short walk.

But the morning went wrong. I couldn't find my keys, I forgot to charge my laptop, and I left home too late.

I arrived at work 1) _____, but only just.

I was already 2) _____, and the day had only started.

At work, I had one important task: the report. But I didn't start with it. I answered messages, cleaned my desk, checked my calendar, made coffee, and looked at emails. I was busy all morning, but I didn't 3) _____ the important task.

By lunchtime, I was starting to 4) _____. The report was not finished, and I felt stressed. In the afternoon, I had meetings and small problems. I 5) _____ again and again.

At the end of the day, I 6) _____ the report. I told myself, "I'll do it tomorrow."

That evening, I didn't buy the present. I didn't cook dinner. I ordered food and 7) _____ watching random videos. I knew I was 8) _____, but I felt too tired to stop.

I kept thinking, "I don't 9) _____ do everything." But maybe that was not true.

On Wednesday evening, I met my friend Tom for coffee. At first, I almost said no because I felt too busy. But then I realised something. I didn't have one hour for a friend, but I had spent more than one hour on random things that week.

Tom asked me, "How are you?" I said, "Busy." He smiled and asked, "Busy with what?"

I wanted to answer quickly, but I couldn't. I was busy with work, messages, stress, and thinking about all the things I needed to do. But it didn't sound like a plan. It sounded like noise.

Tom said, "Maybe you don't need to do more. Maybe you need to choose better." That sentence stayed in my head: choose better, not do more.

That night, I decided to 10) _____. for Thursday. I wrote down everything I wanted to do. There were too many things. Then I chose only three priorities: finish the report, buy my sister's birthday present, and go to bed before midnight.

Not ten tasks. Not a perfect 11) _____. Just three priorities and a 12) _____. I also wrote one rule: avoid checking messages before the report is finished.

On Thursday morning, I wanted to check my phone as usual. But I put it away and started working. The first fifteen minutes were uncomfortable, but I stayed with the task.

I focused on the report and nothing else. After one hour, the hardest part was done. After two hours, the report was finished. Then I 13) _____. A real break. I walked outside for five minutes and bought some water. I didn't check social media. I just let my brain rest.

That day taught me something simple: taking a break is not the same as wasting time. A real break gives you energy. Wasting time makes you feel more tired.

At the weekend, I had one more lesson. On Saturday, I wanted to clean my flat and then visit my sister. I started cleaning, but then I found an old box of photos. Suddenly, one hour was gone.

I got distracted again, and I almost 14) _____ before my sister's birthday dinner. At first, I felt annoyed. But then I stopped and asked, "What matters most right now?"

The answer was simple: be on time for my sister. So I stopped cleaning, got ready, and left.

The flat was still messy, but my sister mattered more. That is what it means to 15) _____. It doesn't mean doing everything. It means choosing what matters most.

Now I still have busy days. I still put things off. I still get distracted. But now I notice it faster.

When I feel too busy, I ask myself three questions: What is important today? What can wait? What should I avoid?

These questions help me 16) _____ better. I don't need a perfect schedule. I need to plan ahead, set priorities, take breaks, and 17) _____ the people and things that matter.

Because the goal is not to be busy every minute. The goal is to 18) _____ live your life.

That's all for today. Thanks for listening, and see you next time.

PART 2 — AFTER LISTENING

Use the vocabulary from this week

TASK 4 — PUT THE STORY IN ORDER

Number the events from 1 to 7.

- ___ The speaker wrote his name on the board.
- ___ The speaker went to a storytelling night with his friend.
- ___ A speaker forgot part of his story but continued.
- ___ The speaker felt proud of himself.
- ___ The speaker almost decided not to speak.
- ___ The host called the speaker's name.
- ___ The speaker told a story about getting on the wrong bus.

TASK 5 — PROVE YOUR ANSWER

Answer the questions using information from the podcast.

Try to use the vocabulary from this week.

1. Why was Monday busy but unproductive?
2. Why did the speaker start to fall behind?
3. What did the speaker put off on Monday?
4. Why did the speaker almost say no to coffee with Tom?
5. What question did Tom ask him?
6. What three priorities did the speaker choose for Thursday?
7. Why did the speaker avoid checking messages before finishing the report?
8. Why was the break on Thursday useful?
9. What happened at the weekend?
10. What lesson did the speaker learn about setting priorities?

PART 3 — SPEAKING: VOICE MESSAGE

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RECORD ONE VOICE MESSAGE.

CHOOSE 3–4 QUESTIONS AND ANSWER THEM

TRY TO SPEAK FOR 1–2 MINUTES.

1. Which part of the podcast felt most familiar to you: Monday, Wednesday coffee with Tom, Thursday priorities, or the weekend situation? Why?
2. Tom says, "Maybe you don't need to do more. Maybe you need to choose better." What does "choose better" mean in your life right now?
3. On Monday, the speaker did many small tasks instead of the important report. Have you ever done the same? What happened?
4. The speaker chose only three priorities for Thursday. What three priorities would you choose for your next busy day?
5. The speaker avoided checking messages before finishing the report. What is one rule like this that could help you focus?
6. The speaker took a real break without social media. What would a "real break" look like for you?
7. The speaker says, "Flexible doesn't mean random." Do you agree? What would a good flexible schedule look like for a real person?

Use at least 3 phrases from this week:

manage your time
plan ahead
set priorities
spend time doing something
waste time
fall behind
make time for something
have enough time to do something
be in a hurry

be on time
take a break
put something off
avoid doing something
get distracted
run out of time
flexible schedule
fixed schedule
focus on something

ANSWERS

Task 1 — Main idea

Correct answer: B

Task 2 — Correct sentences

Correct sentences:

1. The speaker had a simple plan on Monday.
2. The speaker was busy all morning but didn't focus on the report.
3. The speaker met Tom for coffee on Wednesday.
4. Tom told him that he needed to choose better, not do more.
5. On Thursday, the speaker chose three priorities.
6. At the weekend, the speaker almost ran out of time before his sister's dinner.
- 7.

Task 3 — Story order

1. The speaker had a busy but unproductive Monday.
2. The speaker met Tom for coffee.
3. Tom asked, "Busy with what?"
4. The speaker chose three priorities for Thursday.
5. The speaker finished the report.
6. The speaker got distracted while cleaning his flat.
7. The speaker decided to be on time for his sister.

Task 4 — Fill in the script

- | | |
|------------------------|-------------------------|
| 1. on time | 10. plan ahead |
| 2. in a hurry | 11. fixed schedule |
| 3. focus on | 12. flexible schedule |
| 4. fall behind | 13. took a break |
| 5. got distracted | 14. ran out of time |
| 6. put off | 15. set priorities |
| 7. spent time | 16. manage my time |
| 8. wasting time | 17. make time for |
| 9. have enough time to | 18. have enough time to |

ANSWERS

Task 5 — Possible answers

1. Because he did many small things, but he didn't focus on the important task.
2. Because the report was not finished and he got distracted again and again.
3. He put off the report.
4. Because he felt too busy.
5. Tom asked, "Busy with what?"
6. Finish the report, buy his sister's birthday present, and go to bed before midnight.
7. Because messages could distract him from the report.
8. It helped him rest and feel better.
9. He got distracted while cleaning and almost ran out of time before his sister's birthday dinner.
10. He learned that setting priorities does not mean doing everything. It means choosing what matters most.

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WELL DONE!

**YOU HAVE COMPLETED
ALL 3 PARTS
OF THE LISTENING PRACTICE.**

**NOW I'M WAITING FOR
YOUR VOICE MESSAGES.**

SEE YOU IN THE CHAT!