TIME MANAGEMENT

NAME: _____

1- Listen and complete the text.

ASSIGN – RESOURSE – APPROACH – DEADLINE – TASKS – PRIORITY – DELEGATED

TECHNIQUES FOR EFFECTIVE TIME MANAGEMENT

Good morning and welcome. I'm here today to talk about time management. My aim is to share some techniques which will help you to use your time more efficiently.

Time is like money, people and equipment. It's a limited (1) _____.Time management is about making the best possible use of it. So, what are the basic concepts of time management? Today we're going to look at three fundamental steps.

The first step is to analyze how you use your time now. This requires a methodical (2) _____. Break your day into half hour periods. Record what you do in each period. Look at the list. Ask yourself which (3) _____ were really necessary. Cut everything that isn't necessary. Be ruthless. Most wasted time is the result of unquestioned activity. Take a look at the necessary tasks. Could someone else do them? Never do work yourself that can be safely (4) _____. Other people may not perform the task as well as you. But without experience they'll never learn.

The next step is to prioritize. Take the tasks which genuinely require your attention and put them in order of (5) _____ – which are the most important, which are urgent needs.

Lastly, organize your time and your tasks. Ask yourself 'How much time will I need?' Be realistic because work tends to expand to fill the time available. Set realistic (6) _____.The right amount of pressure brings speed and high performance, but on the other hand, too much pressure means things can go wrong. When possible, organize your work so as to have large blocks of time for top priority tasks like problem analysis and forward planning. Discover the time of day when you are at your best and (7) _____ the most difficult tasks to it. So, analyze, prioritize, organize. Now I'd like to look at what this means in more detail ...

2- Complete the sentences.

DEADLINE – SAVE – PRIORITY – CALENDAR – TASK – INVEST -

- According to the _____, my birthday falls on a Monday this year.

- I like to go out and have a good time but working and paying bills is a _____ over everything else.

- If I _____ my time in this project, I want to see some good returns.

- Omg! It's 10 p.m. and I still have some _____ to finish.

- That's so far away! We'll _____ some time if we go by car!

- Tom has missed three _____ in a row. I don't think he'll pass the subject.