

Complete the presentations with the words in the box. (There are two extra words)

| | | | | |
|----------|-------|-----|---------|------|
| secondly | which | up | enough | with |
| at | in | set | finally | |
| | what | on | most | |

Time management: how to prioritise tasks during busy periods

I would like to talk about time management and how to prioritise tasks during busy periods. To begin _____, I would say it's very important, in fact, essential, to _____ priorities during your working time, and particularly during busy periods. There are various ways to do this. Firstly, you should use a diary or calendar to plan your day and week, and in fact _____ business people always carry their personal organizer or BlackBerry with them _____ all times. _____, make a 'to do' list every day and rank the tasks in order of importance. Make sure you focus _____ the things that have the highest priority first. Thirdly, try to avoid interruptions and distractions that stop you doing _____ you had planned. Reading emails is a typical example of this, and can take _____ far too much of your very valuable time, especially when many emails are copied to all staff instead of just the relevant staff. _____, try to do tasks to a realistic level of quality in the time you have available. You don't always need to do everything perfectly, sometimes just 'good' is _____!