

English 103
T8: Time Management

Name:

Class:

Academic number:

Vocabulary :**Translate the following words into Arabic:**

No.	word	translation	No.	word	translation
1	Adapt		5	Efficient	
2	Well-balanced		6	Roll with it	
3	It's not a rocket science		7	Crisis	
4	priority		8	motto	

Choose the correct word to match the meaning:

1. To change your behaviour and attitude so that it is easier to live in a particular place or situation is to.....

- a. adopt b. adapt c. adjust

2. When different things in your life have equal importance, you are:

- a. balanced b. equal c. controlled

3. An expression used to say that something is very easy to do and doesn't need a lot of learning.....

- a. It's very hard. b. It's silly. c. It's not rocket science.

4. Something that is more important than other things and that needs to be done or dealt with first.

- a. priority b. straight forward c. necessity

5. Someone who is capable of producing desired results without wasting materials, time, or energy is

- a. popular b. effective c. efficient

6. An expression that means to go along with different situations and to accept changes.

- a. "roll with it." b. "approach it." c. "face it."

7. A difficult or dangerous situation that requires quick attention.:

- a. problem b. conflict c. crisis

8. A short sentence or phrase that expresses a rule guiding the behaviour of a particular person or group, for example: "You only live once.":

- a. quote b. motto c. saying

complete the table y using the correct word:

Noun	Verb	Adjective
Adaptability		Adaptable
Balance	Balance	
priority		Priority
.....	-	efficient

Choose the correct spelling of the words.

- | | | |
|------------------|---------------|---------------|
| 1. a. crizis | b. crisis | c. krisis |
| 2. a. briority | b. priorety | c. priority |
| 3. a. efficient | b. eficient | c. evicient |
| 4. a. adopt | b. odapt | c. adapt |
| 5. a. balanced | b. palanced | c. ballanced |
| 6. a. recreation | b. rekreation | c. recreasion |
| 7. a. moto | b. motto | c. motow |

Complete the sentence with the correct vocabulary word.

1. Family is my number one _____, it always comes first before work and friends.
2. You have to learn how to be _____ you can't waste time at work doing things that aren't important.
3. The company is going through a _____, if they don't fix the problem they might have to close in a month.
4. There are going to be a lot of changes over the next year, we'll have to learn to _____ and adjust our lifestyles.
5. Good customer service is about being friendly and honest, you don't need to take a course to learn it, it's _____.
6. My _____ in life is, "where there's a will, there's a way", I never give up!
7. He organises his time well, spends time with family, friends, focuses on work and gets time alone. He has a well _____ life.

Reading:

We can agree that our life is much better and easier today than it was a hundred years ago. Our life is more comfortable now as we have more and more disposable income and things to spend it on. Also, we have more time to spend with ourselves and the people who are important to us. However, with the disappearance of old diseases and challenges, new ones have reared their ugly heads. We have yet to learn to adapt to our new environment so that we are not swept over by it. Our modern life has presented us with many new challenges and while change was much slower before and we had more time to adapt to our changing environments, these days major aspects of our lives change in a very short period of time. The secret of adapting to and learning from harness

these new situations (at work or at home) is by following some simple rules to creating a well-balanced lifestyle.

This is not rocket-science. Here are a few things you can do to make your life better:

1. Take care of yourself and watch what you eat

Yes, the usual things about junk food and exercise - avoid the first and do the latter. We all know this but develop a mindset where it is a natural part of your life. Set aside time for cooking. Cooking is one of the most fulfilling recreation – it takes your mind off things that worry you at work and you are creating something that makes others (or perhaps just you) happy. Be active. I know the couch and your tablet are very attractive but they will never give you the sense of achievement running or walking for 5 kilometres will. It's an hour, you can listen to your favourite music or a story – or just the sounds of the world around you.

2. Know what your priorities are

Sometimes it is so easy to go from one task to the next without really thinking: “Why am I doing this? How does it fit in with my plans and goals?” We spent so much time on side tracks that we are often late to realise that we have been stuck in the wrong place in the wrong job. Know what you want to achieve and focus. This can be scary sometimes but it pays off. Looking back it's not the small things you will remember but the journey of getting where you are.

3. An efficient mindset will take you a long way

Whether it is a “to-do list” or a reflection at the end of the day, it does not matter as long as you spend some time evaluating your efficiency and spot things you could have done differently and better.

4. Expect the unexpected

Things happen. Unexpected things happen. It's just what life is like. Roll with it and make the most of it. Have a game plan but be ready to change it to accommodate unexpected events. In the end everything always works out. When the crisis over, spend time to evaluate and analyse it. Identify its reasons and impact. Perhaps it happened for the best or maybe there was a way to avoid it. Use these crises as learning experience and to prepare you for the next unexpected event and get better at adapting to it.

5. A positive mental attitude

“This is going to be a great day!” Let this be your motto every morning you get up. Look for what there is to look forward to instead of the negative forces we all have to counter every now and again. If you focus on what is good, the challenges, difficulties and adversity will fall in its right place. You don't ignore them but they don't become the towering challenges that make you want to go back to bed and not think of the day ahead of you.

There are so many great things happening to you in every day. That coffee or tea with your spouse, a meeting you have been preparing for, a chat with a friend, picking up your children from school,

making dinner, sitting down with your book at the end of the day or going for a run in the park. Focus on these great things and the rest will look much less daunting. Enjoy your life, you have only one, make the most of it.

Choose the correct answer:

1. The best title for this article is. Answer:

- a. 5 Ways to Have a Well-balanced Life. b. Life Today. c. 5 Reasons Life is Different Today.

2. The writer advises us to cook our food because. Answer:

- a. you can be sure it's healthy. b. it is entertaining and satisfying. c. it's cheaper.

3. The writer advises us to check our priorities by. Answer:

- a. looking at our list of things to do. b. thinking about the goals/aims of the things we do.
c. taking advice from our family.

4. For changing situations, the writer advises us to. Answer:

- a. make a plan but keep it flexible and open for change. b. make a plan but never change it.
c. not to make a plan and act as the situation changes.

5. To go on with our lives the writer advises us to. Answer:

- a. see the positive side in our problems. b. ignore our problems.
c. not to care about anything in the world.

Read the statements and answer true or false.

1. The writer says that in general, life before had more challenges than today.
2. For staying healthy, the writer recommends exercising and going on a detox diet.
3. The writer asks us to think about priorities to make sure that we are not wasting our time in the wrong place, doing the wrong thing.
4. The writer advises us to assess and evaluate our performance at the end of the day to make sure that we are efficient.
5. The writer suggests thinking about our daily blessings, our children, our family etc., to stay positive.

Read and choose the best ending to each sentence about the text:

1. According to the text, although many diseases have disappeared from the old days, we now.

- a. face new challenges and have less time to adapt. b. have new diseases.
c. have less time in our daily lives.

2. According to the text, your tablet and couch are fun to use but.

- a. they make you feel disconnected from social life.
b. they don't provide the feeling of achievement that exercise does.
c. they make you fat.

3. According to the text, having to think about your life and priorities can be scary but.

- a. it's ok, because you don't need to change.
- b. it is worth it, because it will offer you better rewards in the future.
- c. not everyone should do it.

4. According to the text, there's even a good side to a crisis because.

- a. you find out who your true friends are.
- b. you learn from your problems.
- c. you get to spend time alone.

5. According to the text, you should enjoy life and.

- a. do what ever you want.
- b. live it well by following these tips.
- c. eat whatever you want.

Grammar:

Adverbs give additional information about an action.

Read and listen to these sentences:

He speaks slowly.

This shows us the 'manner' that someone does something.

They came inside.

This shows us the place where someone did something.

We leave tomorrow.

This shows us the time that someone did something.

It never rains in Riyadh in July.

This shows us the frequency or how often something happens.

Adverbs can also express a variety of other things.

The degree of something:

It's absolutely beautiful.

What the focus is:

It was only midnight.

The speaker's attitude:

Maybe she is right. Frankly, I am disappointed.

Choose the correct (type/kind) of adverb used in each sentence:

1. You should stay outside till we finish the meeting.:

- a. place
- b. time
- c. attitude

2. The canteen is always open, even on the weekend. Answer:

- a. place
- b. frequency
- c. time

3. I honestly don't believe her, she always lies!

- a. frequency
- b. time
- c. attitude

4. He only talks to management about it.

- a. focus
- b. place
- c. time

5. She usually sends the memos on Monday morning.

- a. frequency
- b. time
- c. place

Choose the correct adverb to complete each sentence.

1. You have to write e-mails _____ so you don't make any mistakes.
a. quickly b. carefully c. only
2. She looked _____ and couldn't find that file!
a. slow b. everywhere c. in
3. He _____ goes to the bookstore to buy new books.
a. often b. outside c. only
4. He _____, doesn't believe her, it shows that he doubts everything she says.
a. clearly b. honest c. carefully
5. _____, I think the company is great!
a. personally b. in my opinion c. happily
6. I'm going to the office _____.
a. later b. happily c. honestly
7. The weather today was _____ cold.
a. extremely b. only c. honestly
8. He _____ plays football on Friday, that's his day off.
a. only b. later c. slowly

Write the words in the correct order for each sentence.

E.g. It's extremely hot. The adverb comes after the subject.

***Remember to use a capital letter at the beginning and a full stop at the end.**

1. I love working here.
is/absolutely/the office/amazing.
2. Don't go on Friday or Saturday.
only/the shop/opens/during the week.
3. It's a beautiful day.
we/the meeting/are having/outside.
4. What do you expect! always/it's/hot/in Jeddah
5. Profits are improving. growing/the company/is/slowly.....
6. Anisa has not answered my email. probably/she's/busy.....
7. Congratulations, your class was excellent. did/in their exams/they/well.
.....
8. We were in the library. we/quietly/spoke.

Grammar task

Replace the words in the brackets with an adverb. Write the correct adverb. Remember to use a capital letter when the adverb is at the beginning.

1. He wrote (in a careful way).
2. (To be honest), I don't think his work is that great.:
3. He looked for a new office (in every place you can think of)
4. (As a final comment), I would like to thank all of you for your work.
5. He is changing his office (for a temporary period of time).

Listening:

Listen to the conversation and choose the correct answer.

1. Martha needs help from Jane because Answer:

- a. she needs to better organize her time.
- b. she needs to become more successful at work.
- c. she needs to make better use of her free time.

2. The first tip that Jane has is Answer:

- a. making time for relaxation.
- b. making a checklist and keeping track of it throughout the day.
- c. not panicking.

3. Jane's list has three sections. Answer:

- a. family, work and myself.
- b. family, work and shopping.
- c. family, work and friends.

4. What advice did Jane give her about having too many things on the list? Answer:

- a. Drop items that are not important.
- b. Procrastinate.
- c. Check with friends and work and see if you can delegate tasks.

5. Martha Answer:

- a. gets a lot of emails because she gets copied a lot.
- b. doesn't get a lot of emails because she has filters.
- c. doesn't have an email account.

6. Jane thinks. Answer:

- a. it's bad that managers nowadays think they can reach you all the time.
- b. it's good that work can keep in touch with you all the time.
- c. you should divide your time between family and work.

7. According to Jane, multi-tasking can be harmful because. Answer:

- a. it wastes time.
- b. it makes you an over-achiever.
- c. it makes you procrastinate and lose focus.

Read the statements and choose true or false.

1. The order of items on Jane's checklist is important, essential and optional.
2. Sometimes it's difficult to delegate because you believe you are the best person to do the job.

3. Jane thinks it's rude to reject a request someone gives you at work.
4. According to Jane, you should check your phone when you're with your family if you have something important, but not all the time.
5. Jane recommends discussing your plans and ideas with other people to get a fresh perspective on things.

Translate the following words into Arabic:

No.	word	translation	No.	word	translation
1	Cope		5	filters	
2	Checklist		6	Distraction	
3	essential		7	Procrastination	
4	delegate		8	perspective	

Choose the correct definition of the words.

1. To cope :

- a. to deal with and overcome an uncomfortable situation.
- b. to save time.
- c. to delay things for the future.

2. Perspective :

- a. a kind of art.
- b. the mental view you have of something.
- c. an idea.

3. Essential :

- a. very important and needed.
- b. not important.
- c. extra.

4. Delegate :

- a. to give a job for someone else to do.
- b. a list of items you already did.
- c. To do your work alone.

5. Checklist :

- a. a list of items that you tick off at the end of your day.
- b. a list of items you already did.
- c. a list you make for shopping.

6. Distraction :

- a. something in math.
- b. an award.
- c. something that makes it difficult to focus, think and pay attention to what you're doing.

7. Filter :

- a. a tool used to remove unwanted emails.
- b. something that fills your closets.
- c. an app on your smartphone.

8. Procrastination :

- a. not doing what you need to do.
- b. being slow or late in doing something that needs to be done.
- c. avoiding something.

Choose the correct part of speech for each word.

1. Procrastination :
2. Delegate
3. Filter
4. Distraction
5. Essential
6. Checklist
7. To cope
8. Perspective

Choose the correct spelling of the word.

- | | | |
|-----------------------|-------------------|--------------------|
| 1. a. procrastination | b. procrasination | c. brocrastination |
| 2a. filtir | b. filtre | c. filter |
| 3.a. distraktion | b. distracsion | c. distraction |
| 4. a. diligate | b. delegate | c. delegayte |
| 5. a. essential | b. issential | c. assential |
| 6. a. perspective | b. prespective | c. berspective |
| 7. a. cope | b. cobe | c. coup |
| 8. a. chicklist | b. checklist | c. shecklist |

Choose the best follow up question for the statements below.

1. I have a problem with time management. :

- a. What exactly is your problem? b. Why? c. How do you want to fix?

2. I've started making checklists to organise my time. :

- a. What kind? b. Really? Can you tell me how to make those too? c. Why not?

3. I try not to use my phone when I'm spending time with my family.

- a. That's really good, but how do you keep up with work? b. How do you do it?
c. Why do you do that?

4. I've tried so many strategies to improve my time management skills, but nothing works.

- a. I'm sorry, but why haven't they worked? b. That's not good, have you also tried... ?
c. Tell me everything you've tried.

My boss told me to get tips from you about managing my time.:

- a. That's very nice of her, what can I help you with? b. Ok, what do you want?
c. Ok, ask me.