# HOW TO MANAGE TIME WITH TEN STEPS THAT WORK.

You are going to listen to some advice about time management strategies.

**TASK ONE. For questions 1 -3, choose the best option a, b, or c.**

1. According to the speaker, traditional ideas about time management are
   a) boring
   b) useless
   c) outdated

2. 'Clock time' is
   a) relative
   b) an illusion
   c) unimportant

3. 'Real time' is
   a) easy to waste
   b) hard to manage
   c) our own creation

**TASK TWO. Complete the following summary of the 10 steps with <u>no more than three words</u> for each gap.**

**Step 1**: all your thoughts, conversations and activities for a week.

**Step 2**: Make with yourself and create time blocks for very important thoughts, conversations and actions.

**Step 3**: Spend no less than half of your time devoted to the thoughts, that will help you get what you want.

**Step 4**: Plan some time for .

**Step 5**: Before starting each day, spend planning it.

**Step 6**: Take 5 minutes before making a call or carrying out a .

**Step 7**: Use a sign when you really need to get something done.

Step 8: Don't give people your immediate unless it is essential .

Step 9: Avoid such as Facebook unless you use them as part of your work.

Step 10: Bear in mind that most of your results are produced by of your thoughts, conversations and activities.

LIVEWORKSHEETS