Listen to Lewis again and complete the missing words:



Click here to watch and listen to the video again.

Today I'm going to talk about something very important, _____. It's part of our everyday lives.

Do you ever _____ there isn't enough time to do all things you want to do? I think it is very important to _____ your time. Here are some tips.

I find that the _____ thing to do is to make a list every day. _____ do the things you have to do first, and then the things you _____ to do!

So, my advice is do your _____ first, then you can have fun, talk to your friends, or play _____!

Something else to remember is don't make your list too long. Don't plan every minute. You can't do everything in one day. My next tip is about taking time for yourself. Don't forget that doing nothing can be good for you, too. Your brain needs to have a rest sometimes.

Finally, try to do _____ things at the same time, if you can. For example, I practiced this presentation as I cleaned my _____ last night! Thank you for listening.