



Listen to a radio programme about time management. Number the problems in the order you hear about them. Listen again and match the problems with solutions a)-f).

multi-tasking _____ ()
forgetting things you have to do _____ ()
staying late to finish work _____ ()
doing what you like doing first _____ ()
starting work without planning _____ ()
keeping two or three lists of things to do _____ ()

- a) Write a to-do list.
- b) Do one thing, then do another thing.
- c) Don't try to finish something if you are tired.
- d) Make time to plan your day and week.
- e) Make only one list.
- f) Put the important things at the top of your list.