



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.