Time Management



Business TIMEKEEPING

Seminar with Keith Tyler
Wednesday 3:00 pm, Conference Room C

Are you always trying to **make up for lost time**? Do you sometimes feel there are not enough hours in the day?

If you said "yes", your business might be suffering. You can't run a business **behind schedule**, or you'll **delay** sales and lose profits. You can't be late when making payments or you'll lose your best suppliers. And you can't set new **deadlines** for the **completion** of your projects or you'll discourage investors.

Come to Keith Tyler's seminar on Business Timekeeping and learn the secrets of how to **keep track** of your workload. Learn how to **prioritize** and set realistic deadlines. Find out the best ways to **delegate** work to other people or other businesses. Learn how you can minimize **distractions** and **interruptions** and maximize your concentration levels. With these handy tips, your business will soon run efficiently and **ahead of schedule.**

Make up the lost time – да наваксам с изгубеното време

Run a business – да управлявам бизнес

To be behind schedule – да изоставам с графика

To delay some sales - да забавя някои продажби

Lose profits – губя печалби

Set new deadlines – да определя нови срокове

Completion of projects- да приключа с някои проекти

Discourage investors- да отблъсна инвеститори

Distraction- разсейване

Interruptions- прекъсване

LIVEWORKSHEETS

Ex 1

Match the words (1–6) with the definitions (A–F).

1. distraction		A to give some of your work to someone else
3. completion		B the act of finishing a job or activity
5. delay		C to order things based on importance
2. interruption		D something that prevents concentration
4. delegate		E something that stops a person who was talking or working
6. prioritize		F to make something happen later than planned

Ex2

Choose the sentence that uses the underlined part correctly.

1. A. A calendar keeps track of appointments.

   B. A good business is always behind schedule.

2. A. Late workers rarely have to make up for lost time.

   B. Companies set a deadline when they start a project.

3. A. Distractions help people stay ahead of schedule.

   B. Delegating work helps managers with timekeeping.

LIVEWORKSHEETS