VOCABULARY collocations with *work*

A Match the phrases to the definitions.

get to work	work nine to five	work remotely	work under pressure
work a flexible schedule	work overtime	work something out	workstation

1 _____ : to work at different times from usual working hours
2 _____ : to work extra hours
3 _____ : to solve a problem
4 _____ : a small area with a desk and a computer
5 _____ : to feel a lot of stress and worry about work
6 _____ : to work during usual business hours
7 _____ : start working
8 _____ : to work away from your office (e.g., at home)

LIFE SKILLS self-management

A Read the definition. What are some characteristics of self-management?

Self-management is the ability to manage your work, time, and behavior on the job. Employees with good self-management skills know how to set priorities, use time well, and solve problems independently. They are motivated to succeed and feel productive at work.

B 🔊 2.04 **IN PAIRS** Listen to a panel discussion. Make a list of characteristics mentioned that are needed to work in nontraditional and traditional work environments.

Nontraditional work environments	Traditional work environments

💡 **MAKE IT REAL**

When speaking informally, people often shorten words.
exec: executive
flex: flexible
rec: recreation
tech: technology

C Assess your self-management skills. Circle the number that shows how much you agree with each statement.

	Strongly disagree	Somewhat disagree	Somewhat agree	Strongly agree
I'm good at managing my time.	1	2	3	4
I'm good at establishing priorities.	1	2	3	4
I'm good at solving problems.	1	2	3	4
I can work or study in different environments.	1	2	3	4
I can motivate myself to get my work done.	1	2	3	4
I can manage stress and multiple tasks.	1	2	3	4