

68 Time management

A Some important reminders

Time Management tips

- Do you **note down** jobs you have to do **on a daily basis**?
- Do you put up **reminders** in the office about these aims?
- Do you **prioritize** the tasks you have to accomplish by the end of the day?
- Do you **stick to** your priorities, **no matter what** happens?
- Do you focus on **one thing at a time**?
- Do you try to **anticipate** so you can organize tasks better?
- Do you **delegate** tasks and responsibilities as far as possible?
- Do you set **deadlines** for tasks and stick to them?

SPOTLIGHT *no matter what/how, etc.*

No matter what/how, etc. means 'it doesn't matter what/how, etc.' or 'it isn't important what/how, etc.'. It is similar to **whatever**, etc.

- **No matter what** happens, don't panic. = **Whatever** happens, don't panic.
- You'll find work **no matter where** you are. = **Wherever** you are, you'll find work.

GLOSSARY

note sth down	write sth quickly SYN make a note of sth
basis	a particular way in which sth is organized or done: on a day-to-day/daily/weekly/regular basis
reminder	sth that makes you remember sth remind sb (of/about sth) v
prioritize	put tasks, problems, etc. in order of importance so that you can do the most important first priority n: a high/low/top priority
accomplish	succeed in doing or completing sth SYN achieve
stick to sth	continue doing sth despite difficulties
one (thing) at a time	separately; individually
anticipate	expect sth will happen and prepare for it
delegate sth (to sb)	give part of your work or power to sb in a lower position
deadline	a time or date before which sth must be finished

1 Underline the stress on these words. Use the to help you.

reminder prioritize accomplish anticipate deadline delegate

2 Circle the correct word(s). More than one word may be possible.

- Once you have **prioritized** / **accomplished** your daily goals make sure you do them all.
- I had to **remind** / **delegate** him about the conference next month: he'd forgotten.
- You need to set a time limit, **no matter what** / **whatever** happens.
- I tend to check emails on a daily **basis** / **base** – **wherever** / **whatever** I am in the world.
- The organizers hadn't **prioritized** / **anticipated** how many people would attend.
- There's nothing worse than a manager who can't **delegate** / **stick to** the priorities.
- We've **accomplished** / **achieved** a lot this month.
- Employing a new manager is now my top **reminder** / **priority**.

3 Complete the dialogues.

- How often do you review the figures? ~ Usually on a monthly
- He won't give up, even if it's hard. ~ I know, he always to the task.
- Were you surprised Jack was angry? ~ Yes, I didn't that at all.
- Do you remember the dates of meetings? ~ No, I often need a
- You should get your assistant to do it. ~ I know, I should work more often.
- Have you got my email address? ~ No, let me just of it.
- Will you finish the project this week? ~ Yes, I'll do it no what happens.
- It's been a real achievement. ~ Yes, we've a great deal.
- Will the work be done by a certain date? ~ Yes, I always set for tasks.
- Is the time of the meeting in your diary? ~ No, I need to it
- Do you try to do everything at once? ~ No, one thing

4 ABOUT YOU Do you think any of the time management tips are more important than others? Write your answers, or ask another student.



B Email stress

The new office workers' plague

If you are constantly **interrupted** by the need to read your emails, your **nerves are on edge**. Over a third of workers say that they are increasingly **overwhelmed** by the **endless stream** of emails they receive, and are **stressed out** by the pressure to respond to them **promptly**. Research has found that some employees check their emails every few minutes, leaving them both **frustrated** and not very **productive**. Women seem particularly **badly-hit** by this **flood** of correspondence. One of the researchers said that email is 'an amazing tool' but agreed that it is **getting out of control**. The advice is to **set aside** two or three specific email reading times each day.

GLOSSARY

interrupt	stop sth/sb from doing sth interruption <i>n</i>
nerves pl	feelings of worry and anxiety. If your nerves are on edge , you feel very nervous or excited.
be overwhelmed (by sth)	have so many things that you cannot deal with them overwhelming <i>adj</i> (of things to do) so many that you feel stressed
endless	seeming to last for ever
stressed out inf	too anxious and tired to be able to relax stress sb out <i>phrasal v</i>
promptly	quickly; without delay prompt <i>adj</i>
frustrated	feeling annoyed or impatient because you cannot do or achieve what you want. Sth that makes you frustrated is frustrating .
productive	producing good results. A person's productivity is how much they produce in a given period.
badly-hit	badly affected by sth ALSO severely/hard hit
be/get out of control	be/become impossible to deal with OPP be under control
set sth aside	keep sth, especially money or time, to use later SYN put sth aside

SPOTLIGHT metaphorical use of words

A **plague** is a serious fast-spreading disease which often results in death. In the title, though, it is used metaphorically and describes something that causes a lot of trouble. A **stream** is a small river, but here it means 'a continuous flow of things'. A **flood** is a large amount of water from a river or rain, but in the text it means 'a large quantity of something arriving at the same time'.

5 Circle the correct answer(s). Both answers may be possible.

- 1 I always send a **prompt** / **promptly** reply to emails.
- 2 The amount of work was **overwhelmed** / **overwhelming**.
- 3 We've been **badly** / **severely** hit by a computer virus.
- 4 I've had a **stream** / **plague** of enquiries about the vacant job.
- 5 We always **put** / **set** aside some money each month for a party at work.
- 6 We've had a **plague** / **flood** of letters this week expressing support.
- 7 I got very **frustrated** / **frustrating** by the constant interruptions.
- 8 People were **streaming** / **flooding** out of the building.

6 One word is missing in each sentence. What is it, and where does it go?

- 1 Our spending has got of control.
- 2 He still hasn't called. My are on edge.
- 3 Fortunately, the situation is control.
- 4 I was overwhelmed the response.
- 5 There's so much work. I'm out.
- 6 He keeps me when I'm working; it's annoying.

7 Complete the questions with a suitable word from the top of the page.

- 1 Do you have a constant stream of when you're working/studying?
- 2 When you work/study, do often waste time, or are you usually quite?
- 3 If you don't think you're achieving much, what might improve your?
- 4 Do you think it's important to reply to emails, or can they sometimes wait?
- 5 Do you often feel out because of work or studies?
- 6 Do you ever feel you have an amount of work and you'll never finish it?

8 ABOUT YOU Write your answers to Exercise 7, or ask another student. Give reasons or examples.

TEST YOURSELF