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 APP to help you.**

reminder prioritize accomplish anticipate deadline delegate

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

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

3 **Complete the dialogues.**

1 How often do you review the figures? ~ Usually on a monthly _____.
2 He won't give up, even if it's hard. ~ I know, he always _____ to the task.
3 Were you surprised Jack was angry? ~ Yes. I didn't _____ that at all.
4 Do you remember the dates of meetings? ~ No, I often need a _____.
5 You should get your assistant to do it. ~ I know, I should _____ work more often.
6 Have you got my email address? ~ No, let me just _____ of it.
7 Will you finish the project this week? ~ Yes, I'll do it no _____ what happens.
8 It's been a real achievement. ~ Yes, we've _____ a great deal.
9 Will the work be done by a certain date? ~ Yes, I always set _____ for tasks.
10 Is the time of the meeting in your diary? ~ No, I need to _____ it _____.
11 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.**

_____

TEST YOURSELF

LIVEWORKSHEETS

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** *n*
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** *adj* (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** *phrasal v*
promptly	quickly; without delay **prompt** *adj*
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

LIVEWORKSHEETS