



## Language at work unit 14 Time

**Instructions:** Complete the article with phrases from the list

planning their schedule, didn't have enough time, wasting time, allow time, save time, spend time, meet deadlines, on time

What would you do if your team consistently missed deadlines and 1. \_\_\_\_\_ for important meetings?

Many managers believe the answer lies in better 2. \_\_\_\_\_. If employees 3. \_\_\_\_\_ to organize their tasks each morning, they could 4. \_\_\_\_\_ later in the day.

Time management expert Carla Lopez studied companies where employees always arrived 5. \_\_\_\_\_ and managed to 6. \_\_\_\_\_ even during busy periods.

She found that these teams knew how to 7. \_\_\_\_\_ wisely, rather than 8. \_\_\_\_\_ on unimportant tasks or distractions.