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.

LIVEWORKSHEETS