J = Juliet M = Mario K = Kelly

J: Guys! I'm so sorry I'm late. I needed to finish some things at work.
M: It's Saturday, Juliet. Why are you working on the weekend?
J: Oh, things are really busy at the moment. It's terrible. I'm at work all day, then I have to leave at five to pick up the children. Then in the evenings, I'm always busy with them. Well, actually, I'm usually in the car because I have to take them to their dance classes, or soccer, or swimming.
M: I read an article in the *Guardian* about time management. It had some useful tips.
K: Yeah, I saw that, too.
J: Well, I need some tips. Something has to change. Tomorrow, I'm going to make a long list of everything I need to do.
M: No, don't make long lists!
J: Why not?
M: Because you can't finish everything. The article said you have to make a list of five things.
J: Only five?
M: That's right. But I never make lists. What's the point?
K: I like making long lists because that way I remember everything. But maybe I should try the five-list idea.
J: I make lists, too, but I'm going to try that idea at work next week. My biggest problem is that I can't say no, so I have too much to do.
M: I'm like that, too. I agreed to work full time this week, but then I'm studying for my degree in the evening. I need to finish an essay. It's due in on Monday, but there just aren't enough hours in the day. I don't know what I'm going to do.
K: Are you going to finish your essay this weekend?
M: I think I can find time to plan it tonight, but I'm definitely not going to finish it. It's difficult to study when I'm tired.
K: You need to understand your body clock. When do you work best? I'm definitely a morning person.
M: Yes, I think I am, too.
J: Maybe you should ask your boss if you can work in the evenings, so you can study in the mornings?
M: That's a great idea! I'm going to see him tomorrow, so I can ask him then.
K: Or maybe you could take a day off? It's impossible to do everything, so don't worry about it!
M: But you're really organized, Kelly. I'm not! I find it hard to prioritize.
K: Just make a list, then decide which are the most important things.
M: Why make a list when everything is a priority? I can't decide what's most important, so I do nothing!
J: I know just what you mean!

LIVEWORKSHEETS