# B2 Vlog-style Mediation: Time Management

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Task: You and your partner have a vlog called *Lifestyles that inspire* in which you discuss trendy topics. For this week's episode, you've decided to post a video on how to be efficient and productive. You have to prepare the script and record it (5 minutes max). Student A tackles tips 1 to 5; student B deals with tips 6 to 10.

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| 1. Declutter your workspace | | 10. Hit the pause button when low on energy |
| 2. To-do list | | 9. Audit your time |
| 3. Prioritise | | 8. Stay off social media |
| 4. Achievable goals | | 7. Treats and rewards |
| 5. Organisation apps | | 6. No multitasking |

https://www.youtube.com/watch?v=xgp6eELYY1M

LIVEWORKSHEETS