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1 week —

TOO BUSY TO LIVE?

LISTENING WORKBOOK

This listening practice is divided into 3 parts

LIVEWORKSHEETS

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PART 1 — BEFORE YOU LISTEN

Discuss the questions

- Do you often feel busy but not productive? Why do you think this happens?
- What usually distracts you when you need to focus on something?
- What is one thing you often put off until later?
- Do you think taking a break helps you work better, or does it make you lose focus?
- Look at the title: Too Busy to Live? What do you think the speaker's problem will be?

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PART 2 — AFTER LISTENING

Listen to the podcast and complete tasks

TASK 1 — MAIN IDEA

Listen once. Choose the best main idea.
The podcast is mainly about...
A) a man who wants to have a fixed schedule every day
B) a man who learns to choose better and manage his time
C) a man who stops meeting his friends because he is busy
D) a man who has a perfect morning routine

TASK 2 — CHOOSE THE CORRECT SENTENCES

Choose 5 correct sentences.

1. **On Monday, the speaker planned to finish a report, buy a present, cook dinner and go for a walk.**
2. **He arrived at work late because he couldn't find his keys.**
3. **He started working on the report as soon as he arrived at work.**
4. **By lunchtime, he was starting to fall behind.**
5. **Tom told him that he needed to do more things every day.**
6. **The speaker chose three priorities for Thursday.**
7. **He checked his phone several times before finishing the report.**
8. **After two hours, the report was finished.**
9. **He finished cleaning his flat before going to his sister's birthday dinner.**
10. **He prefers a flexible schedule because his life is different every day.**

TASK 3 — FOLLOW THE SCRIPT

Listen again and complete the gaps in the script on the next page
Use the vocabulary from this week.

LIVEWORKSHEETS

Hi everyone, and welcome back to the podcast. Today I want to talk about a week when I felt busy all the time, but not really productive.

It started on Monday. I had a simple plan: finish a report for work, buy a birthday present for my sister, cook dinner at home, and go for a short walk.

But the morning went wrong. I couldn't find my keys, I forgot to charge my laptop, and I left home too late.

I arrived at work 1) _____, but only just.

I was already 2) _____, and the day had only started.

At work, I had one important task: the report. But I didn't start with it. I answered messages, cleaned my desk, checked my calendar, made coffee, and looked at emails. I was busy all morning, but I didn't 3) _____ the important task.

By lunchtime, I was starting to 4) _____. The report was not finished, and I felt stressed. In the afternoon, I had meetings and small problems. I 5) _____ again and again.

At the end of the day, I 6) _____ the report. I told myself, "I'll do it tomorrow."

That evening, I didn't buy the present. I didn't cook dinner. I ordered food and 7) _____ watching random videos. I knew I was 8) _____, but I felt too tired to stop.

I kept thinking, "I don't 9) _____ do everything." But maybe that was not true.

On Wednesday evening, I met my friend Tom for coffee. At first, I almost said no because I felt too busy. But then I realised something. I didn't have one hour for a friend, but I had spent more than one hour on random things that week.

Tom asked me, "How are you?" I said, "Busy." He smiled and asked, "Busy with what?"

I wanted to answer quickly, but I couldn't. I was busy with work, messages, stress, and thinking about all the things I needed to do. But it didn't sound like a plan. It sounded like noise.

Tom said, "Maybe you don't need to do more. Maybe you need to choose better." That sentence stayed in my head: choose better, not do more.

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That night, I decided to 10) _____ for Thursday. I wrote down everything I wanted to do. There were too many things. Then I chose only three priorities: finish the report, buy my sister's birthday present, and go to bed before midnight.

Not ten tasks. Not a perfect 11) _____. Just three priorities and a 12) _____. I also wrote one rule: avoid checking messages before the report is finished.

On Thursday morning, I wanted to check my phone as usual. But I put it away and started working. The first fifteen minutes were uncomfortable, but I stayed with the task.

I focused on the report and nothing else. After one hour, the hardest part was done. After two hours, the report was finished. Then I 13) _____. A real break. I walked outside for five minutes and bought some water. I didn't check social media. I just let my brain rest.

That day taught me something simple: taking a break is not the same as wasting time. A real break gives you energy. Wasting time makes you feel more tired.

At the weekend, I had one more lesson. On Saturday, I wanted to clean my flat and then visit my sister. I started cleaning, but then I found an old box of photos. Suddenly, one hour was gone.

I got distracted again, and I almost 14) _____ before my sister's birthday dinner. At first, I felt annoyed. But then I stopped and asked, "What matters most right now?"

The answer was simple: be on time for my sister. So I stopped cleaning, got ready, and left.

The flat was still messy, but my sister mattered more. That is what it means to 15) _____. It doesn't mean doing everything. It means choosing what matters most.

Now I still have busy days. I still put things off. I still get distracted. But now I notice it faster.

When I feel too busy, I ask myself three questions: What is important today? What can wait? What should I avoid?

These questions help me 16) _____ better. I don't need a perfect schedule. I need to plan ahead, set priorities, take breaks, and 17) _____ the people and things that matter.

Because the goal is not to be busy every minute. The goal is to 18) _____ live your life.

That's all for today. Thanks for listening, and see you next time.

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PART 2 — AFTER LISTENING

Use the vocabulary from this week

TASK 4 — PUT THE STORY IN ORDER

Number the events from 1 to 7.

___ The speaker wrote his name on the board.
___ The speaker went to a storytelling night with his friend.
___ A speaker forgot part of his story but continued.
___ The speaker felt proud of himself.
___ The speaker almost decided not to speak.
___ The host called the speaker's name.
___ The speaker told a story about getting on the wrong bus.

TASK 5 — PROVE YOUR ANSWER

Listen again and answer with details from the podcast.

1. The speaker was busy on Monday, but he was not productive. What two things did he do instead of working on the report?

_____

_____

2. What advice did Tom give the speaker?

_____

_____

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TASK 5 — PROVE YOUR ANSWER

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3. What were the speaker's three priorities for Thursday?

1) _____

2) _____

3) _____

4. What did the speaker do during his real break?

_____

_____

5. What did he avoid doing during the break?

_____

6. What did the speaker stop doing on Saturday?

_____

7. Why did he stop?

_____

_____

8. Complete the three questions the speaker now asks himself.

What is _____?

What can _____?

What should _____?

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PART 3 — SPEAKING: VOICE MESSAGE

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RECORD ONE VOICE MESSAGE.
CHOOSE 3–4 QUESTIONS AND ANSWER THEM
TRY TO SPEAK FOR 1–2 MINUTES.

1. **Tom says, "Maybe you don't need to do more. Maybe you need to choose better." What does "choose better" mean in your life right now?**
2. **The speaker chose only three priorities for Thursday. What three priorities would you choose for your next busy day?**
3. **The speaker avoided checking messages before finishing the report. What is one rule like this that could help you focus?**
4. **The speaker took a real break without social media. What would a "real break" look like for you?**
5. **The speaker says, "Flexible doesn't mean random." Do you agree? What would a good flexible schedule look like for a real person?**

Use at least 3 phrases from this week:

manage your time
plan ahead
set priorities
spend time doing something
waste time
fall behind
make time for something
have enough time to do something
be in a hurry
be on time
take a break
put something off
avoid doing something
get distracted
run out of time
flexible schedule
fixed schedule
focus on something

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WELL DONE!
YOU HAVE COMPLETED
ALL 3 PARTS
OF THE LISTENING PRACTICE.
NOW I'M WAITING FOR
YOUR VOICE MESSAGES.
SEE YOU IN THE CHAT!
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