Talking about priorities

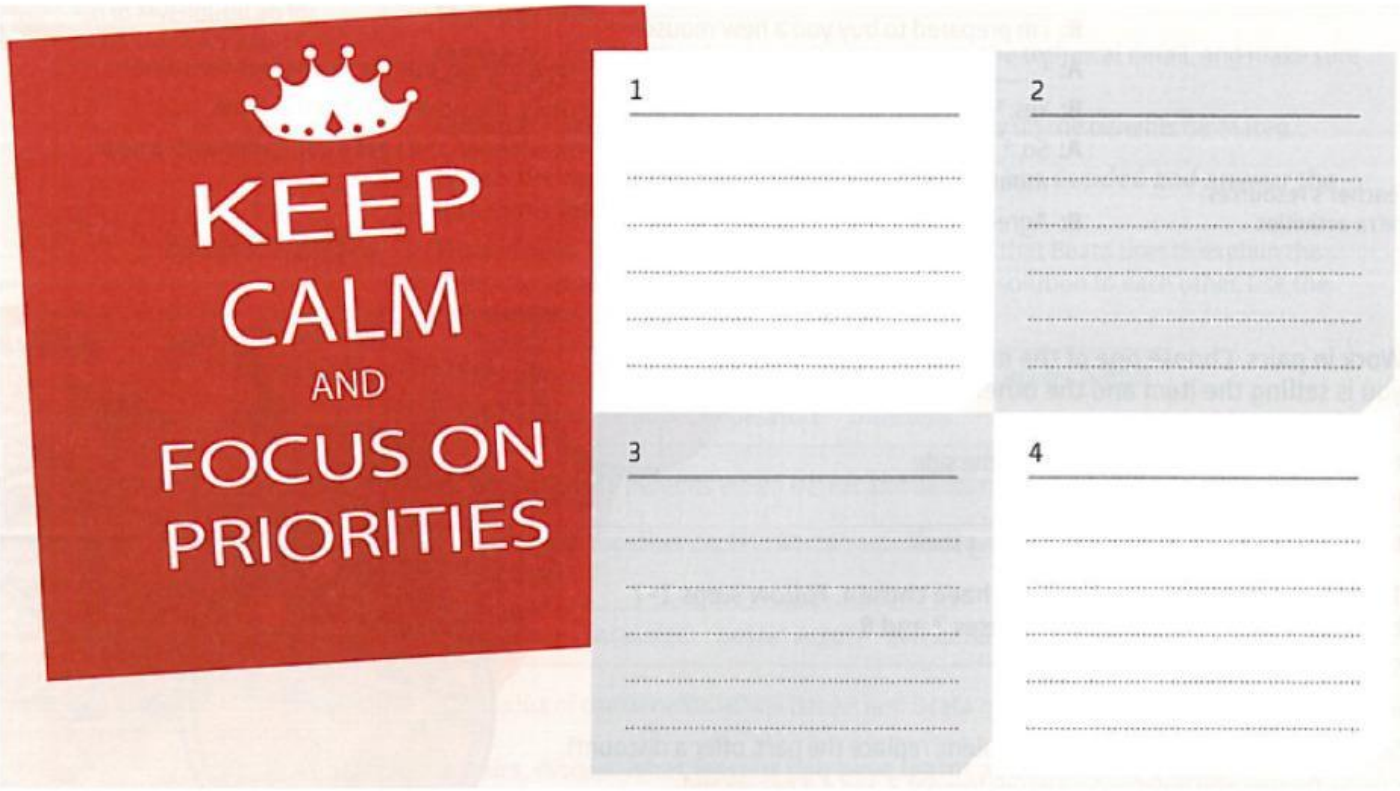
1 **Read this list and number the items in order of importance to you personally (1 is most important, 7 is least important). Are any of the items urgent?**

Staying healthy
Spending time with family and friends
Doing well at your studies/job
Earning enough money to live
Earning enough money to live very comfortably
Having fun
Learning English

2 **Work in pairs. Choose one item on the list and discuss what tasks you need to do in order to achieve it. Which tasks will you prioritise (do first)? Why?**

3A 8.01 **Look at the matrix and listen to a consultant talking about setting priorities.**

1 What two things do you need to do to set priorities?
2 Why are *important* and *urgent* tasks not the same thing?
3 Label the four quadrants in the matrix as *important and urgent, important but not urgent, urgent but not important* and *not important or urgent*.



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B 8.02 **Listen to Part 2. The consultant goes through a list of tasks. Write the numbers of the tasks in the correct quadrant of the matrix.**

C **Work in pairs. Decide in what order you will do the tasks in the matrix. Compare your answers with other pairs in the class.**

D 8.03 **Listen to Part 3. The consultant ends with a useful tip. What is the 'real tip'?**

4A Choose the correct option in italics to complete the sentences for talking about priorities.

1 It's of the *utmost / entire* importance.
2 This is really *low / mini* priority.
3 You need to give this task a *great / high* priority.
4 This email is *really / well* urgent.
5 It's *largely / quite* important that we have this meeting.
6 The security check is *extremely / plenty* urgent.

B Match the beginnings (1–10) with the endings (a–j) to make sentences for setting priorities.

1 Don't	a schedule.
2 Put it in your	b importance.
3 It is also of utmost	c put it off for a while.
4 Make it your number one	d only.
5 Do it today if you have	e high priority, please.
6 It's a bit of a	f priority.
7 Put it at the bottom of your list of things	g waste time.
8 Give it a	h distraction.
9 It's information	i to do.
10 You can	j time.

5 Work in pairs. You are working on an assignment at your desk. Discuss how you would prioritise the following items.

1 Your manager/tutor sends you an email with high priority.
2 You get an unexpected message notification on your phone.
3 The fire alarm goes off – you suspect it may be a drill.
4 You receive a reminder about an interesting presentation later today.
5 A colleague asks you for some information you promised to send him/her last week.
6 You need to finish your English homework (due to be handed in next week).
7 You want to see the latest news online.
8 A colleague wants to see how fast you can solve the Rubik's cube.

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6A Think about all the tasks you have to do over the next few days. Make a list.

B Work in pairs. Share your lists with each other. Use the matrix in Exercise 3A to discuss and set priorities for your partner. Try to use phrases from Exercise 4.

2 Complete the comments made by a manager during a catch-up.

1 Put it at the b _____ of your list of things to do. It's really not important.

2 It has to be done today. It's of u _____ importance.

3 Give it a h _____ priority, please. It's pretty important.

4 You can put it o _____ for a while. It's not urgent.

5 Don't waste t _____. Start it now.

6 Put it in your s _____ and do it when you have time.

7 Could you make it your number one p _____? Leave everything else.

8 I know it's a bit of a d _____. You have so many other important things to do.

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