BUSINESS RESOLUTIONS

1 Warm up

Have you made any resolutions for the New Year?

2 Key vocabulary

Match the underlined words to their definitions below. Put the letters in the boxes.

1. When I reflect on the year, I think it was a pretty successful year.
2. Exercise and a healthy diet can improve your physical and mental wellbeing.
3. You need to deal with the task at some point – you cannot procrastinate forever.
4. I know you are very hardworking, but you need to learn how to delegate. Otherwise, you'll never have any time for yourself.
5. We've hired a new sales manager to tackle our sales issue.
6. Clara wanted to improve her physical condition, so she decided to take up yoga.

a. give someone else part of your work or some of your responsibilities
b. start doing a particular job or activity
c. the state of feeling happy and healthy
d. think carefully about something
e. try to deal with a problem
f. wait a long time before doing something that you must do

3 Complete the article

You are going to read an article on New Year's business and career resolutions. Complete the text on the next page with the headings below.

1. Focus more on marketing
2. Set realistic goals
3. Stop procrastinating
4. Delegate more often
5. Develop a new skill

New Year's Resolutions for Business and Career Success.

Improve your success and well-being with these New Year's resolutions.

The end of the year is a good time to reflect on your career or business progress over the past year and plan for the future. Do you want to achieve financial success in the coming year? Do you want to improve your work-life balance? These five New Year's resolutions are designed to help you achieve your goals in the New Year.

_____ 1

It is a good idea to have targets. But these should be achievable targets, for example increase sales by 50% or get a promotion. Focussing on unrealistic dreams that you cannot hope to achieve will only lead to frustration and will not help you achieve greater success.

_____ 2

Many managers and small business owners feel that they need to do almost everything related to running the business. And they often wonder why they are so exhausted by the end of the day. The truth is that there are many small tasks which can be done by someone else. Letting someone else do them for a change will give you more free time to relax a little.

_____ 3

Managers and business owners tend to prioritise more 'urgent' tasks over tasks that are designed to attract new customers. But in order to bring in more customers, businesses need to focus on activities such as advertising, blogging, press releases, and so on.

_____ 4

Learning something new can benefit you, even if it is not directly related to your work. For example, learning a new language can help you meet new people and improve your work-life balance. Taking up a physical activity, for example yoga or martial arts, will keep you fit and healthy. This will help you avoid stress-related illnesses.

_____ 5

Do you often delay certain tasks? Well, instead of putting them off to the last minute, try to make a habit of tackling unpleasant tasks before you do anything else. That way, you won't have to spend the whole day or week thinking about them.

4 Talking point

Discuss any of the following questions

1. Which of these resolutions do you think is the most helpful? Why?
2. Which of these resolutions do you think is the least helpful? Why?
3. Can you think of any other resolutions that might help your business or career?
4. Is it popular to set goals for the New Year in your country?
5. Did you achieve all the goals you set for last year?

Scroll down to check your answers :)

CHECK YOUR ANSWERS :)

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