ONETOONE English Institute

Complete the descriptions of some famous time-management techniques using the correct forms of the words and phrases in the box. Then, share your experience using these and other techniques.

a) The Pomodoro technique involves ..... your workday into highly focused chunks separated by short breaks. Regular breaks serve as ..... to stay productive, and a balanced schedule allows you to regularly ..... your progress.

b) The Eat The Frog technique is all about prioritizing. Once you ..... to deal with your tasks, you need to tackle the most important ones first, especially if they ..... soon. Once you're done, you can switch to the less urgent tasks. This way you are certain to have no .....

c) The 1-3-5 Rule is a simple strategy to manage your workload by ..... time for 1 Big Thing, 3 Medium Things and 5 Little Things. With this great technique, you'll manage to ..... your schedule and avoid being overwhelmed.

are due

stay on top of

check in on

blocking out

incentives

breaking down

set out

loose ends

LIVEWORKSHEETS