

# Time Management & Grammar



Complete the sentences with the correct form (gerund or infinitive) of the verb in brackets. Use the vocabulary from the video.

1. I recommend \_\_\_\_\_ (declutter) your workspace first. It helps \_\_\_\_\_ (focus).
2. Do you enjoy \_\_\_\_\_ (tick off) tasks on your to-do list? It gives me a great sense \_\_\_\_\_ (achieve).
3. We decided \_\_\_\_\_ (audit) our time \_\_\_\_\_ (see) where we waste it.
4. She avoids \_\_\_\_\_ (multitask) because it leads \_\_\_\_\_ (make) careless mistakes.
5. \_\_\_\_\_ (set) achievable goals is the key \_\_\_\_\_ (stay) motivated.
6. He promised \_\_\_\_\_ (stay) off social media during work hours.
7. \_\_\_\_\_ (take) frequent breaks is crucial for \_\_\_\_\_ (keep) your energy levels high.
8. I can't resist \_\_\_\_\_ (check) every notification on my phone. I need \_\_\_\_\_ (use) a blocking app.



Choose the correct option.

1. I suggest **to create** / **creating** a to-do list at the end of the day.
2. Do you want **to prioritise** / **prioritising** these tasks together?
3. **To declutter** / **Decluttering** your desk doesn't require much time, but the effect is great.
4. We finished **to analyse** / **analysing** the report and then prepared the plan.
5. It's important **to reward** / **rewarding** yourself after a big task.
6. She is really good at **to manage** / **managing** her time.



Complete the text with the correct form of the verbs in brackets (gerund, infinitive, present tense).

## My Productivity Routine

Hi! Let me share my routine. I'm a big believer in 1) \_\_\_\_\_ (manage) time well. Every evening, I 2) \_\_\_\_\_ (spend) 10 minutes 3) \_\_\_\_\_ (plan) the next day. 4) \_\_\_\_\_ (create) a realistic to-do list 5) \_\_\_\_\_ (be) my first step.

Right now, I 6) \_\_\_\_\_ (try) a new technique: I 7) \_\_\_\_\_ (work) for 50 minutes and then 8) \_\_\_\_\_ (take) a 10-minute break. During the break, I avoid 9) \_\_\_\_\_ (look) at screens. Sometimes it means just 10) \_\_\_\_\_ (stretch) or 11) \_\_\_\_\_ (make) tea.

I also 12) \_\_\_\_\_ (use) an app 13) \_\_\_\_\_ (block) social media. 14) \_\_\_\_\_ (stay) off Instagram during work 15) \_\_\_\_\_ (help) me 16) \_\_\_\_\_ (stay) on track immensely! What 17) \_\_\_\_\_ (you / do) 18) \_\_\_\_\_ (improve) your productivity?