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?

LIVEWORKSHEETS