

Time Management

Book 2, p. 24

Vocabulary

1. Write down the words and word expressions

A busy life – напряженная (насыщенная) жизнь

Valuable – ценный

Schedule – расписание

To keep with you – держать при себе

A paper dairy – бумажный дневник

An electronic planner – электронный планер

A wall calendar – настенный календарь

To keep up-to-date - обновлять

To suppose – предполагать, допускать

To erase – стирать, убирать, удалять

Deadline – крайний срок

A “to-do” list – список необходимых дел

To confirm – подтверждать, принимать

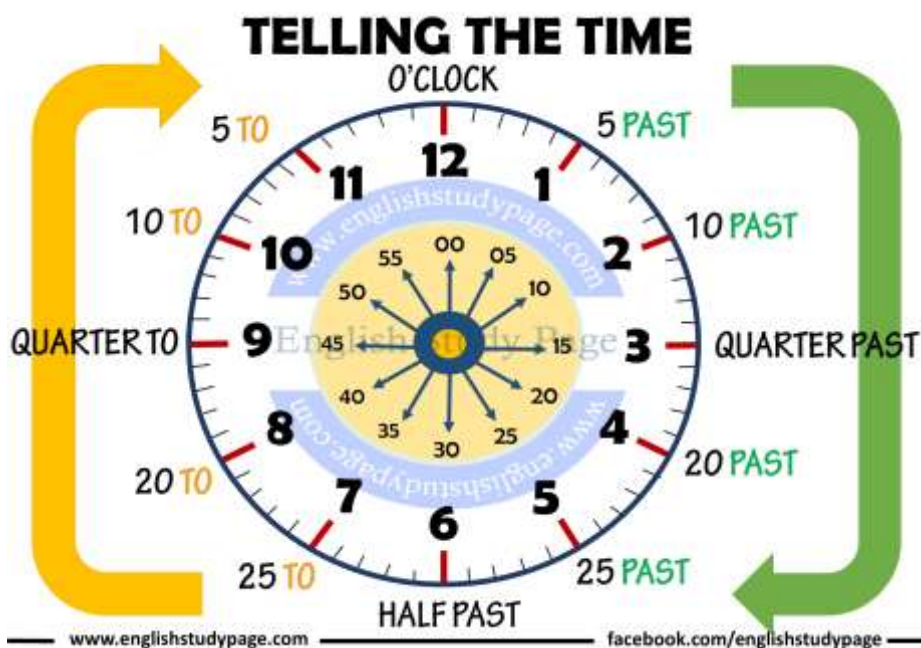
It runs smoothly – Все пройдет гладко

To waste time – терять время

A boardroom – зал заседаний совета директоров

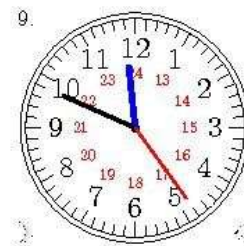
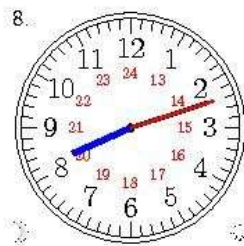
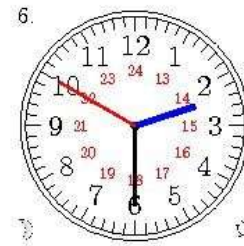
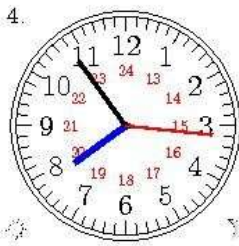
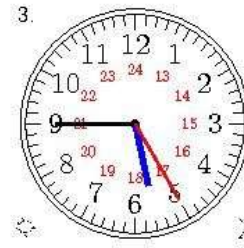
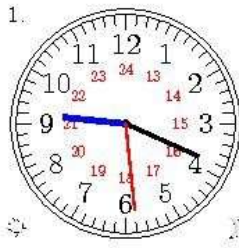
To book a table – заказать столик

2. Tell the time.



Reading Analog Clocks (A)

Read each time and write it in the space under the clock.



Math-Drills.com

3. Read the text "How to stay organized". Make ex. 2, 3, 4

4. Use the schedule to plan your appointments and deadlines for one week.



11 Time management

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What tools do people use to help them manage their time?
- 2 Do you think employees waste too much time on the Internet? How can this be prevented?



Business TIMEKEEPING

Seminar with Keith Tyler
Wednesday 3:00 pm, Conference Room C

Are you always trying to **make up for lost time**? Do you sometimes feel there are not enough hours in the day?

If you said "yes", your business might be suffering. You can't run a business **behind schedule**, or you'll **delay** sales and lose profits. You can't be late when making payments or you'll lose your best suppliers. And you can't set new **deadlines** for the **completion** of your projects or you'll discourage investors.

Come to Keith Tyler's seminar on Business Timekeeping and learn the secrets of how to **keep track** of your workload. Learn how to **prioritize** and set realistic deadlines. Find out the best ways to **delegate** work to other people or other businesses. Learn how you can minimize **distractions** and **interruptions** and maximize your concentration levels. With these handy tips, your business will soon run efficiently and **ahead of schedule**.

Reading

2 Listen and read the brochure advertising a seminar. Then, complete the table using information from the passage. Use the completed table to say why someone should attend the meeting.

Disadvantages of bad time-keeping	A It can delay sales B You will 1 _____ C You will 2 _____
What you will learn	A How to keep track of your workload B How to 3 _____ C How to delegate D How to 4 _____

Vocabulary

3 Match the words (1-6) with the definitions (A-F).

- 1 __ distraction 4 __ delegate
2 __ interruption 5 __ delay
3 __ completion 6 __ prioritize

- A to give some of your work to someone else
B the act of finishing a job or activity
C to order things based on importance
D something that prevents concentration
E something that stops a person who was talking or working
F to make something happen later than planned

4 Check (✓) the sentence that uses the underlined part correctly.

- 1 — A A calendar keeps track of appointments.
 — B A good business is always behind schedule.
- 2 — A Late workers rarely have to make up for lost time.
 — B Companies set a deadline when they start a project.
- 3 — A Distractions help people stay ahead of schedule.
 — B Delegating work helps managers with timekeeping.

Listening

5 Listen to a conversation between the seminar speaker and an audience member. Mark the following statements as true (T) or false (F).

- 1 — The woman is a small business owner.
 2 — The man recommends setting deadlines close to one another.
 3 — The man suggests the woman complete the smallest jobs first.

6 Listen again and complete the conversation.

Speaker: I'm glad to hear it. Are you a 1 _____ ?
 Woman: I am, and I have a lot of the problems you talked about: late deadlines, losing sales.
 Speaker: Hopefully this will help you 2 _____ things.
 Woman: I hope so. But I do have a question about setting priorities.
 Speaker: Let's hear it. Maybe it will improve my presentation.
 Woman: Well, let's say I have multiple deadlines set for the same time period. How do I 3 _____ them?
 Speaker: That's difficult. First, I'd say spread the 4 _____ out.
 Woman: Oh, I definitely will from now on.
 Speaker: Good, good. But as for the deadlines you already have, I'd prioritize them by their 5 _____ .

Speaking

7 With a partner, act out the roles below, based on the dialogue from Task 6. Then switch roles.

USE LANGUAGE SUCH AS:

I thought that was a wonderful seminar.
I do have a question about setting priorities.
Just complete the jobs that ... first.

Student A: You have attended a seminar on time management. Ask the speaker for advice. Talk to Student B about:

- the seminar
- setting priorities
- multiple deadlines

Student B: You are a speaker at a seminar on time management. Answer Student A's questions and give advice.

Writing

8 You are a seminar speaker. Use the conversation from Task 7 to write notes about improving your seminar. Talk about:

- How to schedule deadlines
- How to prioritize multiple deadlines



Это пример того, какое расписание у вас может получиться

Timeboxing: Example Of A Weekly Schedule

Weekday	Monday	Tuesday	Wednesday	Thursday	Friday
Focus	Client Work	Client Work	Marketing	Client Work	Admin
08:00 – 09:00	Email / Organization	Email / Organization		Email / Organization	Email / Organization
09:00 – 10:00	Project A	Project A	Email / Organization	Project B	Accounting
10:00 – 11:00			Marketing Planning		
11:00 – 12:00		Meeting			
12:00 – 13:00	Break	Break	Break	Break	Break
13:00 – 14:00	Project B	Project A	Website Update, Flyers, Newsletters	Analysis B	Sales Planning
14:00 – 15:00					
15:00 – 16:00	Project A	Project B	Search For Service Provider	Project C	Time Buffer / Weekly Schedule
16:00 – 17:00					
17:00 – 18:00					

10N0S

