

# Time Management



## This week...

Peter is not getting his work done on time each day and is struggling with time management. Mark is talking to him about it.

## Lesson Objectives...

- Time management skills
- Maintaining focus

## Business English Conversation

## Advanced Class



Do you consider yourself to have good time management skills?

# Picture Description

Why is he checking his watch?



B



A



What is he pointing out to his co-worker?

<b>Mark</b>	<b>I have noticed that you are</b> having a problem with time management recently.
<b>Peter</b>	<b>I'm struggling to</b> get my work done on time and finding it hard to focus.
<b>Mark</b>	<b>You need to learn some skills to</b> improve concentration and ignore distractions.
<b>Peter</b>	Do you have any suggestions on how to do this?
<b>Mark</b>	You need to prioritize your tasks and focus on one task at a time.
<b>Peter</b>	<b>Would it be a good idea to</b> make a to-do list each day?
<b>Mark</b>	Definitely, but make sure to be realistic with your daily goals.
<b>Peter</b>	Is there anything else I should be aware of?
<b>Mark</b>	Don't take too many minibreaks to answer emails or to send text messages. This will help you to maintain focus on each task.
<b>Peter</b>	Thanks for your advice.

I have noticed that you **are** speaking English very well these days.

1. I have noticed that you are .....
2. I'm struggling to .....
3. You need to learn some skills to .....
4. Would it be a good idea to .....?



# Role Play – Time Management

**Student A** is struggling to get his/her work done on time and is finding it hard to focus.  
**Student B** is giving **Student A** some advice about time management skills.



**Student A:** Tell **Student B** that you are struggling to get your work done on time and finding it hard to focus.

**Student B:** Tell **Student A** that you have noticed that and then give some **Advice** about time management.

## Key Phrases

- I noticed that you are ....
- You need to learn some skills to ....
- You need to prioritize your tasks and ....
- Make sure to ....
- I'm struggling to ....
- Would it be a good idea to ....?
- Is there anything else I should be aware of?
- *Other*

## Advice

- Make a daily to-do list
- Prioritize tasks
- Don't take too many minibreaks
- Focus on each task
- Set daily goals
- *Other*

## Agree or Disagree



1. There are many distractions in the workplace making it hard to maintain concentration.
2. Time management skills are a very important factor in the success of a project.
3. It is sometimes OK to be late for work or be late for a meeting.

- Are you always punctual? Are you ever late for work or for meetings?
- Do you sometimes find it hard to maintain focus at work?
- Do you often take 'minibreaks' to answer emails or respond to text messages?



- concentration - *It's important to maintain **concentration**.*
- distraction - *There are many **distractions** at work.*
- ignore - *It is a good idea to **ignore** noisy people.*
- prioritize - *You should **prioritize** your goals.*
- punctual - *He is never late. He is always **punctual**.*
- realistic - *Make sure to set **realistic** goals.*
- struggling - *I am **struggling** with this project.*
- task - *I have too many **tasks** to do today.*
- workplace - *Where is your **workplace** located?*