

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

Basic Class

Warm Up – Topic Question



Are you good at time management?

Picture Description

Why is he checking his watch?



B



A



What is he pointing out to his co-worker?

*Create a short story using the following format

- 1. Who
- 2. Where
- 3. When
- 4. What's happening?

*Create simple sentences using the vocabulary

1. learn
2. concentrate
3. prioritize
4. realistic
5. goals

You need to **concentrate** a little more during the class.



1. **I see that you are** very busy these days.
2. **It is hard to** concentrate on my work.
3. **You need to** focus and work harder to finish the project on time.
4. **Make sure to** call me if you are going to be late.

- Words
- Phrases

Mark	I see that you are having a problem with time management recently.
Peter	It is hard to focus and finish my work on time.
Mark	You need to learn some skills to help you concentrate.
Peter	Do you have any suggestions?
Mark	You need to prioritize your tasks and focus on one task at a time.
Peter	Should I make a to-do list each day?
Mark	Yes, but make sure to be realistic with your daily goals.
Peter	Is there anything else I should know?
Mark	Don't take too many minibreaks to answer emails or to send text messages.
Peter	Thanks for your advice.

1. I see that you are
2. It is hard to
3. You need to
4. Make sure to

Correct Responses - Articles

1. A: When do you think you will be able to finish project?
B: I think I can finish it by the end of the week.

a / the / no article

2. A: Is there anything else I should know?
B: Yes. Please don't forget to go to meeting this afternoon.

a / no article / the

3. A: Can you please come to my office tomorrow morning?
B: I'm busy tomorrow. Sorry, I don't have time.

no article / an / a

4. A: When will you be able to respond to my email?
B: I will give you answer by the end of the day.

a / the / an

5. A: Do you have any other plans for today?
B: Yes. I need to finish preparing documents.

no article / a / the

6. A: Could you come to my office and bring contract?
B: Sure. I will go to your office after lunch.

a / the / no article

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: It is hard to focus recently.

Student B: You need to learn some skills to help you concentrate.

Student A: Do you have any suggestions?

Student B: You need to **Advice** .

* Continue the conversation using the **Key Phrases** from below.

Key Phrases

- I see that you are
- You need to learn to focus better.
- It is also important to
- Make sure to
- Is there anything else I should know?
- Should I also?
- Do you have any other suggestions?
- Thanks for your advice.

Advice

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

- 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?

- advice - *Could you please give me some **advice**?*
- concentrate - *I have to **concentrate** on my work.*
- goals - *I have many **goals** I want to achieve.*
- learn - *I want to **learn** as much as possible.*
- prioritize - *You need to **prioritize** your work.*
- punctual - *Please be more **punctual** in the future.*
- realistic - *It's important to set **realistic** goals.*
- respond - *When will you be able to **respond**?*
- task - *Did you finish the **task** already?*