

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

Super Class



Do you consider yourself to have good time management skills?

Picture Description

Why is he checking his watch?



A



B



Mark	I have noticed that you are not getting your tasks completed efficiently. You seem to have a problem with time management.
Peter	I'm struggling to get my work done on time and finding it hard to focus.
Mark	You need to learn some skills to improve concentration and shut out distractions as much as possible.
Peter	Do you have any suggestions on how to do this?
Mark	You need to prioritize your tasks and focus on one task at a time.
Peter	Do you think it would be wise to make a to-do list each day?
Mark	Most definitely, but be careful not to overload the list. Having too much to do can be distracting, and this sometimes causes procrastination.
Peter	Is there anything else I should be aware of?
Mark	Make sure not to take too many minibreaks to answer emails or to send text messages. This will help maintain focus on the task at hand.
Peter	Thanks for your invaluable advice.



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 on how to work more efficiently and how to improve his/her time management skills.

Key Phrases

- I noticed that you are not
- You seem to have a problem with
- You need to learn some skills to
- You need to prioritize your tasks and focus on
- I'm struggling to
- Do you think it would be wise 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 the task at hand
- Set daily goals
- *Other*



Talk about one of the following topics for one minute:

1. Punctuality
2. Procrastination
3. Maintaining focus

*Other students in the class, ask one question each to the presenter after the speech

- 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?
- Do you sometimes procrastinate?

You made it to the English class just **in the nick of time** today!



pressed for time – to not have much time

- I'm really **pressed for time** at the moment. Do you mind if we postpone our meeting?

in the nick of time – just in time; just before it is too late

- I stayed up all night, but luckily I was able to finish the project just **in the nick of time**.

lose track of time – to forget about the time

- I was so busy with my work that I **lost track of time** and forgot to go to the weekly sales meeting.