

in company Pre-intermediate

■ Unit 15

headword	pronunciation	translation/notes	example sentence
administration (n)	/əd,mɪnɪ'streɪʃn/	A well-organised manager should be able to devote more time to customer service than administration .
analyse (v)	/æ'nəlaɪz/	The first step in time management is to analyse how you are using your time now.
approach (n) a methodical approach	/ə'prəʊtʃ/	Analysing how you use your time requires a methodical approach .
assign (v) assign tasks	/ə'saɪn/	It's important to learn to assign tasks to other people.
block of time (n)	/blɒk əv 'taɪm/	Try to organise your work so that you have large blocks of time for top priority tasks.
the bottom line (n)	/ðə 'bɒtəm 'laɪn/	The bottom line is that the work must be finished on time.
carry on (phr v)	/kæri 'ɒn/	At AOL they took away all the clocks at the UK headquarters and told everybody to carry on working as usual.
caught (adj) get caught	/kɔ:t/	A lot of employees are afraid of wasting time because they think they might get caught .
clock off (phr v)	/klɒk 'ɒf/	As part of the experiment, workers were allowed to clock off as soon as they'd finished their work.
customer service (n)	/kʌstəmə 'sɜ:vɪs/	An effective manager spends a lot of time dealing with customer service issues.
deadline (n) set a deadline	/dedlaɪn/	Too much pressure at work means things can go wrong so try to set realistic deadlines .
delegate (v)	/delə'geɪt/	Never do work yourself that you can delegate to other people.

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delicate balance (n)	/ˌdelɪkət 'bæləns/	There is a delicate balance between not doing any work and doing too much.
drop off (phr v)	/ˌdrɒp 'ɒf/	Productivity tends to drop off after lunch.
efficiency (n)	/ɪ'fɪʃnsɪ/	Efficiency at work tends to fall after lunch.
efficiently (adv)	/ɪ'fɪʃntli/	Time management is all about using techniques which help you use your time more efficiently .
forward planning (n)	/ˌfɔːwəd 'plænɪŋ/	Leave plenty of time for top priority tasks like forward planning .
invest (v) invest time/money	/ɪn'vest/	A lot of time and money has been invested in the project.
lead to (phr v)	/liːd ˌtuː/	One manager commented: "An office without clocks leads to chaos."
mess (n) be in a mess	/mes/	I know my desk is in a mess but I know where everything is.
misuse (v)	/mɪs'juːz/	Do not misuse the company PC to surf the Internet.
organise (v)	/ɔːgənaɪz/	The third step in effective time management is to organise your time and your tasks.
pressure of time (n)	/ˌpreʃə əv 'taɪm/	The idea of the experiment was to see how pressure of time can lead to stress.
problem analysis (n)	/ˌprɒbləm ə'næləsɪs/	Leave plenty of time for top priority tasks like problem analysis .
prioritise (v)	/praɪ'ɒrɪtaɪz/	The second step in effective time management is to prioritise tasks by putting them in order of importance.
productive (adj) (opposite = unproductive)	/prə'dʌktɪv/	Most workers are most productive before lunch.

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productivity (n)	/ˌprɒdʌk'tɪvəti/	Companies use time to measure productivity .
priority (n) in order of priority	/praɪ'ɒrəti/ /ɪn ˌɔːdər əv praɪ'ɒrəti/	Put the tasks requiring your attention in order of priority .
top priority (adj)	/ˌtɒp praɪ'ɒrəti/	Leave plenty of time for top priority tasks.
put in (phr v) put in time/hours	/pʊt 'ɪn/	British workers put in the longest hours in Europe but are less productive than the French and the Germans.
record (v)	/rɪ'kɔːd/	Record what you do in each period of the day.
research (n)	/rɪ'sɜːtʃ/	A good Internet connection is essential if your job involves a lot of research .
resource (n) limited resource (n)	/rɪ'zɔːs/	Time is like money, people and equipment – it's a limited resource .
routine (n) fixed routine (n)	/ruː'tiːn/	Do you agree that a fixed routine is better for productivity?
sales (n) sales prediction (n)	/seɪlz/	Have you finished the sales predictions for next month yet?
save (v) save time (opposite = waste time)	/seɪv/	If you prepare things well, you can save a lot of time .
save money (opposite = waste money)		Companies can save money by reducing the number of people working in their offices.

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subordinate (n)	/sə'bo:di:nət/	All correspondence can be delegated to subordinates .
supplier (n)	/sə'plaiə/	The suppliers have promised to deliver the goods next Tuesday.
surf (v) surf the web	/sɜ:f/	I only search the Internet for specific information. I don't have time to surf the web .
task (n) assign tasks	/tɑ:sk/	A lot of day-to-day tasks can be assigned to other people.
technique (n)	/tek'ni:k/	There are certain techniques you can learn to help you with effective time management.
time limit (n)	/taɪm ,lɪmɪt/	Meetings can last forever if you don't have a time limit .
time management (n)	/taɪm 'mænɪdʒmənt/	Time management is about making the best possible use of time.
time of day	/taɪm əv 'deɪ/	What time of day are you at your most productive?
unproductive (adj) (opposite = productive)	/ʌnp'rɒ'dʌktɪv/	According to the Pareto Principle, most work time is unproductive .
waste (v) waste time (opposite = save time)	/weɪst/	A lot of employees waste time playing games on the Internet.
waste money (opposite = save money)		The company wasted a lot of money buying equipment that wasn't suitable for the job.
web search (n)	/web ,sɜ:tʃ/	Managers are watching for employees who waste time by doing web searches for MP3s and games.
workflow (n)	/wɜ:k'fləʊ/	The idea of the experiment was to see how an environment without clocks would affect productivity and workflow .

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working day (n)	/ˌwɜːkɪŋ ˈdeɪ/	The human biological clock doesn't necessarily correspond to the standard 8-hour working day .
working hours (n pl)	/ˌwɜːkɪŋ ˈaʊəz/	Working hours in the UK are usually 9am–5pm.