Worksheet

Time management

A new book on Time Management, called 'Do it tomorrow', is receiving good reviews. What advice can it offer today's stressed and busy workers?

1 Put a cross (X) on the line below, to show how good your own time management skills are. Explain the position of your cross to a partner.

'I am excellent at time management' ⟷ 'I am very bad at time management'

2 Complete the PowerPoint slides. You can find the missing information by scanning the presentation transcript below.

(1) 'Do it tomorrow'
Author: ……
Subtitle: ……

(2) The brain: rational side
(a) …… ⇨ **(b)** ……
(c) …… ⇦

(3) The brain: reactive side
(a) …… ⇨ **(b)** ……

"Good morning, ladies and gentlemen. Are you always rushing at work? Do you skip meals during the day, because you're so busy? Do you not see your family as much as you'd like? Well – here's some advice. 'Do it tomorrow'. Yes – that's right – it's OK to put off tasks until tomorrow. 'Do it tomorrow' is the intriguing title of Mark Forster's new book. As you can see from this first slide, its subtitle is: 'and other secrets of Time Management'. What secrets?

Well, the clever title refers to a method which involves tackling things the following day. You see, planning your time uses the rational side of the brain. The rational side of the brain is good at planning. Look at this model: thought – decision – action. This is the way to get things done. However, what often gets in the way is the reactive part of the brain: stimulus – response. And as we know only too well, work often involves crisis and reaction. So what happens is that we react to a crisis, and then fail to complete our tasks.

If we first prioritise, create a 'will-do' list (rather than a 'to-do list') and then actually do it, we can achieve more. And manage our time better. Interested? I hope so. Let's move on.

Who's Mark Foster? He's a life coach, author and business speaker. His two previous books also have clever titles: 'Get everything done today and still have time to play' and 'How to make your dreams come true'. I'm here today to tell you about his latest book, which is getting excellent reviews – it is clear, innovative and easy to read. The book works on several principles: have a clear vision; do one thing at a time; do a little and often. It covers many areas such as email management and dealing with backlogs. My advice to you this morning? Throw away your diary or your electronic organizer or your expensive Time Management system and go out and buy this book. It will change your life!"

3 Read the whole presentation. What do you learn about the contents of Forster's book?

4 Complete the vowels in the following words from the article. Which words are nouns, verbs and which can be both?

(a) **t_ckl_**	(b) **_ct_ _ n**	(c) **t_sk**	(d) **pl_n**	(e) **m_d_l**	(f) **d_ _ l**
(g) **pr _ _r_t_se**	(h) **c_ _ ch**	(i) **r_v _ _w**	(j) **v_s _ _n**	(k) **_dv_s _**	(l) **d_c_ s _ _n**

5 Discuss the following questions in small groups. Be ready to report back your ideas to the class.

(a) What system(s) do you use at the moment (e.g. diary / electronic organiser / Time Management system)
(b) Would you buy the book 'Do it tomorrow'? Why / why not?
(c) How can you improve in the area of time management? Note down your best 'tip' for your colleagues.

This page has been downloaded from www.businessenglishonline.net.
It is photocopiable, but all copies must be complete pages.
Copyright © Macmillan Publishers Limited 2006.

onestopenglish.com
Solutions for English Teaching