

Time management

Level

Intermediate

Tasks

- Discussing how good students are at time management
- Completing the missing information on three PowerPoint slides
- Reading a presentation transcript about a new book on time management
- Completing the missing vowels in a number of verbs and nouns
- Discussing questions arising from the presentation transcript

How to use the lesson

- 1 Write the title of the lesson on the board and hand out the worksheet. Students mark their cross on the line and then compare and discuss their answer with a partner. Find out which students feel they are strong in this area and which students feel they are weak.
- 2 Ask students to study the PowerPoint slides and complete them. They then scan the presentation transcript for the answers.

Answers

- 1 Author – Mark Forster Subtitle: *and other secrets of Time Management*
 2 (a) *thought* (b) *decision* (c) *action*
 3 (a) *stimulus* (b) *response*

- 3 Students read the whole article. Ask them to tell you what they learn about Forster's new book. If appropriate, deal with any useful vocabulary such as: *skip / to put off / to tackle / a backlog*.
- 4 Ask students to complete the words with the missing vowels. Ask students to mark each word with a V (verb) or N (noun), or both. If appropriate, ask students to create sentences with some of the most useful verbs.

Answers

- (a) *tackle* (V / N) (b) *action* (N: sometimes V) (c) *task* (N / rarely V) (d) *plan* (N / V)
 (e) *model* (N/V) (f) *deal* (N / V) (g) *prioritise* (V) (h) *coach* (N / V)
 (i) *review* (N / V) (j) *vision* (N) (k) *advise* (V) (l) *decision* (N)

- 5 Ask students to discuss the questions in small groups. Ask one student from each group to report back the group's ideas to the class. Encourage discussion. Finish the lesson by providing language feedback.

Related websites

Send your students to these websites, or just take a look yourself.

- <http://www.markforster.net/index.php?view=69>
- http://www.mindtools.com/pages/main/newMN_HTE.htm
- <http://www.studygs.net/timman.htm>
- <http://www.tmi.co.uk/>