

HOW DO YOU MANAGE YOUR TIME?



TOM04

1 When there is something I really need to do, like prepare for a big test, I try to save time and avoid distractions. For example, I simply turn off my phone. This way, I don't get messages that I think I have to read immediately, and I don't look at pictures my friends post online. These things can wait until I have some free time. Then I can work or study without thinking about anything else.

MARIA

3 I used to be rather disorganised. I often left important tasks until the last minute and felt very stressed. So now, when I am busy, I usually make a list of things I have to do. At the top of the list I put the most important things which really can't wait, like schoolwork or buying a present for a friend's birthday. This really helps me to focus on what's most important. And I never forget to plan time for my hobbies because this is essential, too.




OLaKz

2 There are a few things I do to manage my time. For example, I usually keep my work with me. So, if I have to wait somewhere or travel by bus, I can use this time to do some exercises or read a book for school. What really helps me, though, is using a calendar. I write the date when I must finish something and check that I do everything before that day.



1 In pairs, say how often these are true for you – often, sometimes or never.

- 1 I feel I don't have time for anything.
- 2 I do everything at the last moment.
- 3 I don't have time to rest.
- 4 I waste time on unimportant things.

2  **2.36 Listen to a conversation between John and Peter and answer the questions.**

- 1 Who do you think has better grades?
- 2 Who has more free time?
- 3 Who is more stressed?

3 Are you more like John or Peter? How do you feel about this?

4 In pairs, read the opinions about planning your time. Do you agree or disagree with them?

- 1 When we don't have a plan, we usually do nothing.
- 2 Planning takes too much time.
- 3 When you have a list of things to do, you don't have to remember about them anymore because they are on your list!
- 4 Good planning helps you to have more free time.
- 5 Planning kills creativity.