

# 9 неделя. Время

**LIFE SKILLS** How to Plan Your Time

## HOW DO YOU MANAGE YOUR TIME?

**JOHN**

1 When there is something I really need to do, like prepare for a big test, I try to concentrate 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.

**WILMA**

2 I used to be rather disorganized. 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.

**OLIVER**

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.

**JOAN**

3 I used to be rather disorganized. 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.

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

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

**2 In pairs, listen to a conversation between John and Peter and answer the questions.**

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

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

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

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

100

**З а д а н и е : Read the text and count the word “time”. How many words are there?**

1. 11
2. 13
3. 8

