

Structures	
You should	do that.
It helps to	
It's a good idea	
It's important to	
You shouldn't	do that.
It's not a good idea to	
It's better not to	do that.
It's better to	

Reading 11.2

11.2 Reading

3 Tips for Significantly Reducing Time Pressure

① It's important to be realistic with time. We often expect jobs to be easier than they really are, so we set deadlines that are too optimistic. It's better to be pessimistic and allow more time. A big cause of stress is not meeting expectations. So having more realistic expectations means less stress.

Example: If you think it's going to take you four days to do a job, tell everyone it will take you five.

② It's a good idea to do small jobs right away, and get them out of the way. Long "to do" lists are stressful, even if the tasks on them are only small. So it's better not to let small jobs pile up. If you have a long list, do the quickest jobs first to shorten it as fast as possible.

Example: Reply to emails immediately.

③ If you're busy, it helps to concentrate 100% on what you're doing. So it helps to avoid getting interrupted. This may sound obvious. However, it's easy to underestimate just how seriously distractions slow us down.

Example: If you need to do some written work at home, go into a quiet room and close the door.



11.2 Follow-up

Answer these questions about the advice in the article in Reading 11.2.

1 Why do people often set deadlines that are too optimistic?

2 What advice is given about how much time to allow for jobs?

3 Why is it a good idea to do small jobs right away?

4 If you have a list of things to do, which jobs are better to do first, and why?

5 Why are interruptions a problem?

6 What's a good way to avoid interruptions?

Practice Exercise 1

Rewrite the advice below. Use the beginnings of the sentences given, and other words. The first one is done for you.

1 You should take breaks.

It's important to take breaks .

2 You should book in advance.

It's a good .

3 You shouldn't leave money in your car.

It's better .

4 You shouldn't travel during the rush hour.

It's not a .

5 You should work in a quiet place.

It helps .

Practice Exercise 2

Rahul is stressed about his exams. He asks his friend Saloni for advice, Use the expressions below to complete the dialogues. You may need to use them more than once.

It's important to	It helps to	It's a good idea to
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Rahul: Hi Saloni, I've been feeling really stressed about my upcoming exams. Do you have any advice?

Saloni: Hi Rahul, I understand how you feel. (1) _____ stay organized and plan your study schedule ahead of time. (2) _____ take regular breaks to avoid burnout.

Rahul: That's true, Saloni. I've been studying non-stop, and I think that's making it worse.

Saloni: (3) _____ balance your study time with relaxation. Also, (4) _____ get enough sleep each night.

Rahul: Thanks, Saloni. I'll keep this in mind!

Practice Exercise 3

Rahul is stressed about his exams. He asks his friend Saloni for advice, Use the expressions below to complete the dialogues. You may need to use them more than once

It's better to	It's not a good idea to	You shouldn't	It's better not to
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Saloni: Hey Rahul! You look a bit down today! What's the matter?

Rahul: Hi Saloni, I've been staying up late every night to study and I'm feeling exhausted. What do you think I should do?

Saloni: Rahul, (1) _____ stay up late every night. (2) _____ get enough rest to stay focused.

Rahul: That's true, Saloni. And I also tend to skip meals when I'm busy with studies.

Saloni: (3) _____ skip meals. (4) _____ have regular, balanced meals to keep your energy up.

Rahul: It's hard. But I'll try to do it.

ANSWERS

Follow-up

Indicative answers.

1. People set deadlines that are too optimistic because they expect jobs to be easier than they really are.
2. It's important to allocate more time that is really required for jobs.
3. It's a good idea to do small jobs right away so that they are out of the way and do not cause stress.
4. It's best to do the quickest jobs first.
5. Interruptions are a problem because they slow down a lot.
6. A good way to avoid interruption is to go to a quiet room and shut the door.

Practice Exercise 1

1. It's important to take breaks.
2. It's a good idea to book in advance.
3. It's better not to leave money in your car.
4. It's not a good idea to travel during the rush hour.
5. It helps to work in a quiet place.

Practice Exercise 2

It's important to use different expressions in different sentences. It helps to break the monotony!

1. It's important to/ It helps to/ It's a good idea to
2. It's important to/ It helps to/ It's a good idea to
3. It's important to/ It helps to/ It's a good idea to
4. It's important to/ It helps to/ It's a good idea to

Practice Exercise 3

1. It's not a good idea to/ You shouldn't
2. It's better to
3. It's better not to
4. It's better to