**How to manage your time better**

**Fill in the gaps with the right word**

1. When you wake up tomorrow note the time in your day \_\_\_\_\_\_\_ **planner** \_\_\_\_\_\_ as the day progresses write down everything that you do
2. At the end of the day go through the schedule and highlight any \_ **Chunks** \_\_\_\_\_\_ of time that you don’t feel were used productively
3. Pick out your 5 biggest time \_\_\_\_ **wasters** \_\_\_ in your day
4. You spend an hour on Facebook and you \_\_\_ **statred**\_\_\_\_ into space for 20 minutes
5. A study published by the British Medical Journal says that workplace stress is \_\_\_\_\_\_\_\_ **minimized** \_\_\_\_\_ by effective time management. It also says that workplace stress bleeds over into home life and undermines a relaxed life at home
6. Limit the number of tasks you have on this list to five and assign \_\_\_\_\_ **rankings** \_\_\_\_\_\_\_\_\_ to them in order of importance.
7. Not only is \_\_\_\_\_\_ **decluttering** \_\_\_\_\_\_\_ great for your health but you won’t waste time digging around piles of stuff
8. This way your day is cleanly \_\_\_\_\_ **segmented** \_\_\_\_\_\_\_\_\_\_