

COMMUNICATION

Talking about managing my time

LEVEL

Intermediate (B1)

NUMBER

EN_B1_2033X

LANGUAGE

English



Learning outcomes

- I can recognise and recall a range of vocabulary to talk about how I manage my time.
- I can discuss ways to improve time management and respond to suggestions when appropriate.



Warm-up

**Do you multi-task?
Why or why not?**



**Are you usually early,
on time, or late for
appointments?**

Reading

1. **Read** this text about how Maya Angelou organised her time.
2. **Answer** the questions below.

Maya Angelou

To help her organise her time, the writer Maya Angelou made sure to separate her work and home environments. Angelou, the winner of the Pulitzer Prize, three Grammy Awards, and a Tony Award, rented a small and sparse hotel room and wrote every day between 7 a.m. and 2 p.m. The only things she allowed in the room were a deck of cards, a Bible, and a bottle of sherry. She was a master of single-tasking. In her spare time, she liked to cook.



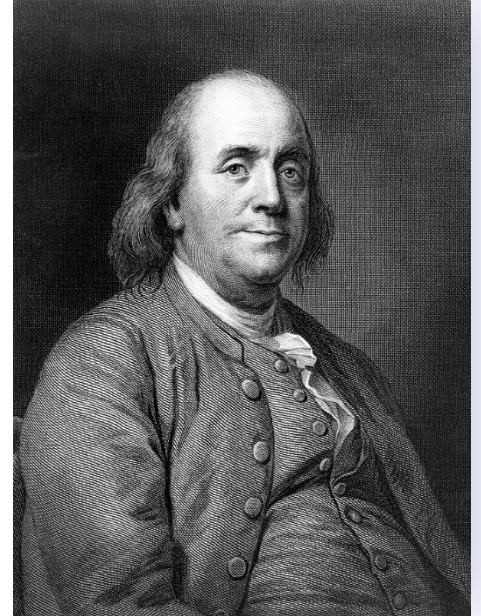
1. Do you separate your work and home environments?
2. What do you think a **sparse** hotel room looks like?

Reading

1. **Read** this text about how Benjamin Franklin organised his time.
2. **Answer** the questions below.

Benjamin Franklin

Benjamin Franklin, one of the Founding Fathers of the United States, wrote in his journal every day in the morning at 5 a.m. and in the evening around 9 p.m. He answered these two questions: 'What good shall I do today?' and 'What good have I done today?' Answering these two questions every day helped him understand what he did with his time.



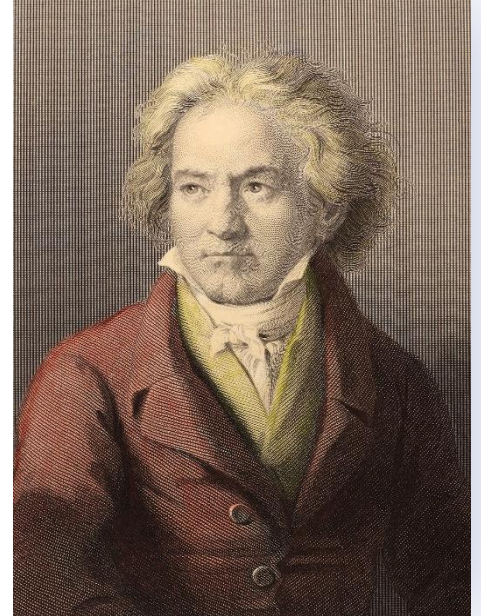
1. Do you keep a journal?
2. Is there something you do every day, or nearly every day?

Reading

1. **Read** this text about how Ludwig van Beethoven organised his time.
2. **Answer** the questions below.

Ludwig van Beethoven

The famous German composer Ludwig van Beethoven truly understood the idea of work-life balance. He timed his day to be both productive and creative. Every morning, Beethoven woke up at 6 a.m. at the latest and sat down at his desk after a small breakfast. Then he worked until midday, had lunch, and took a nice long walk afterwards to wind down. He kept to this schedule for decades.



1. Do you think you will keep to your current schedule for a long time?
2. Whose way of organising their time (Maya Angelou, Benjamin Franklin, Ludwig van Beethoven) do you like the most? The least?

I like to read in
my **spare time**.



Listening to
music helps me
wind down.



It's hard for me
to **keep to a**
schedule.



What do you like to
do in your **spare**
time?

What helps you
wind down after a
long day of work?

How do you **keep to**
your schedule?



Brainstorm

1. **Answer** the questions below.
2. **Discuss** in breakout rooms or together as a class.

1

What are some things that can waste your time?

TV

2

How do you motivate yourself to get going?

Write a list of goals

3

How do you switch off?

Go on a run

4

How can you better organise your time?

Make a list



Unscramble these two suggestions

1

waking up

don't

Why

earlier?

you

try



2



TV

less

after work?

about

How

watching



Matching

Match the **suggestions** on the left with the **correct response** on the right.

1 Why don't you make a to-do list?

2 I would recommend waking up an hour earlier and trying to get some work done.

3 How about watching only an hour of TV after work?

4 I would suggest taking a class to help you manage your time better.

5 Have you ever thought about working one day fewer per week?

a Hmm, I'm not so sure about that idea. I'm not very productive in the morning.

b I'll give it a go! I bet I can get more done if I watch less TV.

c I don't think that would work for me. I don't have enough time for a class.

d Good idea. I used to make lists at work.

e That sounds interesting! With an extra day, I'd have more time to do what I want.



Giving suggestions and responding

Take turns giving and responding to suggestions for improving time management. Use the phrases below to help you.



Why don't you...?

How about...?

I would suggest...

I would
recommend...

Good idea

That sounds
interesting

I'll give it a go

I'm not so sure
about that

I don't think that
would work for
me

10,000 hours

Answer the question below and share your idea with the rest of the class.

According to the writer Malcolm Gladwell, it takes 10,000 hours of intensive practice to master a complex skill, for example, playing the violin...

What do you think about this idea? Is there anything that you would like to spend 10,000 hours doing?



Time to talk!

Take turns choosing a question below and ask a classmate to find out more about them.



- How do you organise your days?
- What is your busiest day of the week?
- How often do you make to-do lists?
- Do you think keeping a journal helps you keep track of time?
- Are you good at saying no to appointments?
- Do you like to be busy, or do you prefer to have a relaxing schedule?
- How important is it to you to be productive?



End of the lesson

Idiom

To make up for lost time.

Meaning: To do something quickly or more often because you didn't do it often enough before.

Example: Now that they live in the same city again, they're making up for lost time.



Additional practice



Rank these time management techniques

Put these time management techniques in order (1=most useful for you and 5=least useful for you). In the activity on the next slide, you will have to **explain your answer**.

1 _____

2 _____

3 _____

4 _____

5 _____

a Single-tasking

b Keeping a regular schedule

c No plan

d Multi-tasking

e Making a to-do list



Explain your answer

Complete the **yellow boxes** and then **answer the questions** in the red boxes.

1

“

_____ is useful for me
because...

2

“

_____ doesn't help me
because...

Explain your
answers from the
activity on page 8.

Compare your
answers. Are they
the same or very
different?

Are there any other
time management
techniques you use?
Talk about them
with your teacher.





Fill in the gaps with the options

Fill the **gaps** in the sentences using the **words in the box**.

- 1 I didn't think making a list _____ work for me, but I have been very productive this week.
- 2 My friend _____ waking up an hour earlier and it has helped me get more done.
- 3 Why _____ you try _____ a regular schedule?
- 4 How _____ working on just one task at a time instead of two or three?
- 5 I would _____ going for a run after lunch. I come back to my desk with so much energy.

don't
about
recommended
suggest
would
keeping



Making suggestions

Read the profiles below. Use the phrases from the lesson **to make suggestions**. How can each person improve their time management?



Ritesh

Likes working on more than one thing at once

Works best after exercise



Jake

Can only focus on one activity at a time

Works best in the evening



Stephanie

Gets easily distracted by her phone

Forgets what she needs to do



Ali

Works more than 40 hours every week

Currently feeling stressed and tired



Jane

Wakes up at 11am every day

Struggles to get everything done during the day



Answer key

P.10: 1. (d) 2. (a) 3. (b) 4. (c) 5. (e)

Additional practice:

P. 19: 1.) would 2. recommended 3. don't; keeping 4. about 5. suggest



Summary

Work schedules

- People manage their time very differently
- Some people work best in the morning, some people work best at night
- It is important to find the routine that works for you

Relaxing

- Don't forget to schedule time to relax! It is important to wind down
- A lot of people listen to music or watch TV in their spare time
- People look at their phone a lot, but this can also be a big waste of time!

Time management

- Making a to-do list is a useful way to keep track of what you need to do
- Some people like to work at only one thing at a time
- Other people like to work on lots of different projects at once. This is called multi-tasking

Making suggestions and responding to suggestions

- *I would recommend... I would suggest...*
- *How about...? Why don't you...?*
- *I'm not so sure about that... I don't think that would work for me...*



Vocabulary

spare time

to wind down

to keep to a schedule

sparse

