Easy Access English

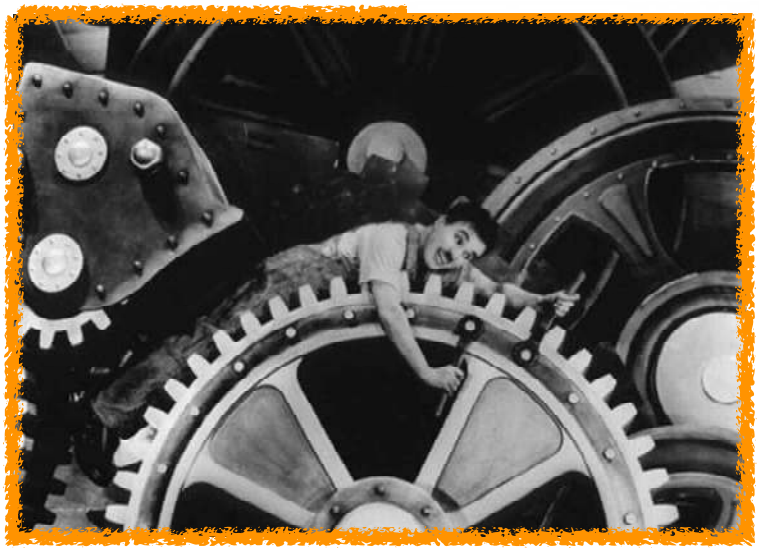


PRODUCTIVITY

Do more in less time.

Activity One - Read the words and expressions

✳To be productive
✳Counterproductive
✳Constructive
✳To spend enough time on
✳To spend too much time on
✳You don't spend enough time on
✳Money makes the world go round
✳Time is money
✳Time waits for no man
✳There's no time like the present
✳To be more productive
✳That's not very productive
✳That's a waste of time
✳Working hours
✳to be held up
✳a hold up
✳Staff hours
✳To reduce working hours
✳To increase working hours



Activity Two - Now read the text and pay attention to your intonation and stress. Then comment on the text and give your opinion about the ideas expressed.

In today's society in the western world we are taught, very young, to be productive. Most things that we do are measured in terms of productivity. From our first milliliters of milk drunk, hours slept through the night and words spoken, our performance is tracked. As school children our success or failure is measured in marks out of ten, and we are taught that we have to spend a certain amount of time on our homework and that 'there's no time like the present' to get things done. Things we spend time on are supposed to be constructive. As we enter the adult world we are told that 'time waits for no man' and we are deemed to be successful if we are productive in whatever we do. Our success is measured in numbers. How much we earn, how much we achieve compared to others and how quickly we get things done. We are encouraged to get more done in less time. Companies need to reduce staff hours and increase productivity as the clock is ticking and time is money. This obsession for productivity impacts on our appreciation of life and effectively speeds everything up so that many people find it hard to relax at all if they are not getting somewhere quickly, doing something at record speed or being 'constructive'. This means that people are increasingly impatient whenever they feel that things are not going fast enough. A slow train, a traffic jam, a queue in the post office, all of these hold ups are experienced as highly stressful situations. **People forget how to live in the moment and appreciate the small pleasures of life.**

Activity Three

Study the cartoons. Describe what you see and then describe what you think they represent.





"Time waits for no man..."

Activity Four - **Opinion**

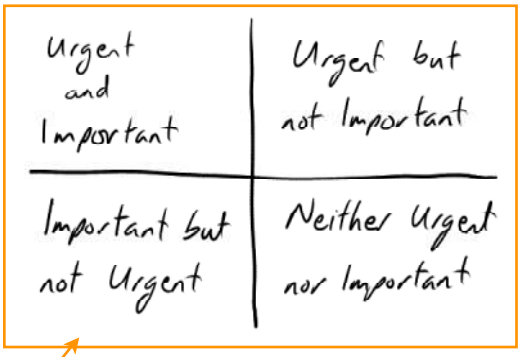
Using one of the following expressions for each answer - state your opinion on the following questions.

In all honestly	Ultimately	I have always thought that
As far as I am concerned	Clearly	I've noticed that
I feel that	Obviously	In my experience
It seems to me that	Basically	I wouldn't say that exactly

1.Are we too obsessed with productivity in today's society?
2.Does your company/ School ask too much of its employees/students?
3.Are some people around you a lot less productive than you?
4.How do you think productivity could be improved in the place you work or study?
5.Do you see everything in your life in terms of how productive it is?
6.Do you think it's bad to be constantly trying to be productive, do you think we should pause for thought more?
7.Are you satisfied with your work life balance?
8.Would you ever consider a total change of lifestyle?
9.Do you think that companies should try not to reduce working hours in times of economic difficulty, (because they know that their employees need the work), or should they reduce hours so that everyone has to be more productive?
10.Do you think that if a company trusts its workers and maintains their hours and salaries then the workers are in fact more productive, or would they just take it for granted?

Activity Five - Which of these expressions make the most sense to you and why?

1.A bird in the hand is worth two in the bush.
2.A stitch in time saves nine.
3.There's no time like the present.
4.Time flies when you are having fun.
5. Why do tomorrow what you can do today?



Activity Six - **Personal Productivity**

Well, whatever we may think about the demands made on our time by work, the fact is that most of us have an obligation to get results and get a lot done in a restricted amount of time. So how good are you at managing your time and what methods do you use? Did you know that 'getting things done' has become a trade mark and that 'personal productivity tools' are big business?

Read the blog article http://www.johnfdoherty.com/personal-productivity-tips-tools/ and then answer the questions:

1.Do you use any personal productivity **tools**? If so which ones?
2.Do you sometimes feel that you have too many different lists, diaries, reminders etc?
3.What would your best advice be to a person who was struggling to manage their time?