Time Management

Activity One: answer the questions using the precise time.

What time is it?
What time was it fifteen minutes ago?
What time was it half an hour ago?
What time will it be in ten minutes?
What time will it be in three quarters of an hour?
What time was it twenty minutes ago?
What time did you get up this morning?
What time do you usually get up at the weekends?
What time do you usually go to bed during the week?
What time do you arrive at work?
Do you clock on and off at work
What time do you usually have lunch?
What time do you usually have dinner?

Activity Two: Survey: Answer the questions.

1. What advice would you give to someone about time management?
2. Do you get a lot done in a day?
3. Do you set objectives?
4. Do you set yourself deadlines?
5. Do you miss work deadlines?
6. Do you plan a long time ahead?
7. Do you leave things until the last minute?
8. Do you like to work under pressure?

Activity Three: Expressions:
These idiomatic expressions are written in the wrong way, the words are mixed up. Try to put them back in the correct order.

- For no man time waits
- To plan it's good ahead
- Tell never can you
- Never than late better
- Don't put the horse before the cart
- Don't put all your basket in one eggs
- You never know what the hold will future
- The early worm catches the bird
- Don't leave until today what you can do tomorrow

Activity Four: Using the correctly assembled expressions fill in the gaps in these sentences.

I want to make the most of the career opportunities at IKEA while I am young because

……. .

I have already decided on my strategy for next season because

……. .

I am not sure if we will make our target. I think that we will but

……. .

I always arrive at the office before eight because I believe that

……. .

I always finish everything on my list before I leave the store because I ask myself

……. .

I only submitted my sales report today to head office but I thought to myself

……. .

I am very optimistic about the sales figures in the kitchen department but

……. .

I think that before you start to manage your team you need to work on the shop floor for at least two weeks. At IKEA we believe that you

……. .

Activity Five: Using the expressions write three clear pieces of advice for training people about time management.
For example: At IKEA we think that you never know what the future will hold so we make the most of the present, don't waste time.

Activity Six: Listen to the teacher who is going to read an article on time management.
First fill the gaps in the text and then answer the questions straight away.

There are golden rules that apply to time. If, your life will be successful. If you ignore these, ……., you will ……. be scratching to catch up. Do not be one of the people you always here say "I don't know where the time went, it just …….. by!". You can design your future, much like an architect designs a building. Start small, and work your way to the big things. Prioritize events and meetings in advance and ……. to it.

1. Time is ……. Think about it. The moment you started reading this is gone, never to be regained. It seems we get so ……. up in petty circumstances that we forget what we set out to do, and before you know it, the day is gone!

2. Time is valuable. You always have time to make money; but you can never have …… money to make time!

3. Time is money. You must be constantly asking yourself," Am I doing the most productive ……. I can be doing right now?"

4. Time is changing. We all must constantly renew our minds, and let the past be just that...the past! It can't help you now, aside from the learning experience, don't ……. on it.

5. Time is the ultimate judge. We have all heard "time will tell!" Well, there is some truth to that, as the future has a way of finding any. in the plan. Pre-planning will save massive …….. of your precious commodity called time.

6. Time is in your control. We can all be more in control of our day and how we ……. it. Today should have been planned out yesterday, and tomorrow should be …….. about today.

NOW READ THE TEXT OUT.

Questions: According to the author:

1. Why do people tend to forget what their objectives were?
2. Why is time valuable?
3. What question should people ask themselves all the time?
4. Should you think about the past?
5. Why is pre- planning important?
6. When should we plan for today?

Activity Seven

Listen to the song and fill the gaps .

Lying in my bed I hear the …….. tick,
and think of you
caught up in …… confusion
is nothing new
Flashback--warm nights--
almost left behind
suitcases of ……,
time after--

sometimes you …… me--
I'm walking too far ……..
you're calling to me, I can't hear
what you've said--
Then you say--go slow--
I fall behind--
the second hand unwinds

chorus:
if you're lost you can look--and you will find me
time after time
if you fall I will catch you--I'll be waiting
time after time

after my picture …… and …….. has turned to gray
watching through ……
you're wondering
if I'm OK
secrets …… from deep inside
the drum beats out of time--

chorus

you said go slow
I fall ……..
the second hand unwinds--

chorus

Lying in my bed I hear the clock tick,
and think of you
caught up in circles ……
is nothing new
……..warm nights
……. left behind
suitcases of memories,
time after

sometimes you picture me
I'm walking too far ahead
you're calling to me, I can't hear
what you've said
Then you say go slow
I fall behind
the second hand unwinds

chorus

after my picture fades and darkness has turned to gray
watching through windows you're wondering
if I'm OK
secrets ……. from deep inside
the drum beats out of time--

chorus

you said go slow
I fall behind
the second hand ……

chorus