

11 Time management

Get ready!

- 1 Before you read the passage, talk about these questions.
- 1 What tools do people use to help them manage their time?
 - 2 Do you think employees waste too much time on the Internet? How can this be prevented?

Business TIMEKEEPING

Seminar with Keith Tyler
Wednesday 3:00 pm, Conference Room C

Are you always trying to **make up for lost time**? Do you sometimes feel there are not enough hours in the day?

If you said "yes", your business might be suffering. You can't run a business **behind schedule**, or you'll **delay** sales and lose profits. You can't be late when making payments or you'll lose your best suppliers. And you can't set new **deadlines** for the **completion** of your projects or you'll discourage investors.

Come to Keith Tyler's seminar on Business Timekeeping and learn the secrets of how to **keep track** of your workload. Learn how to **prioritize** and set realistic deadlines. Find out the best ways to **delegate** work to other people or other businesses. Learn how you can minimize **distractions** and **interruptions** and maximize your concentration levels. With these handy tips, your business will soon run efficiently and **ahead of schedule**.

Reading

- 2 Listen and read the brochure advertising a seminar. Then, complete the table using information from the passage. Use the completed table to say why someone should attend the meeting.

Disadvantages of bad time-keeping	A It can delay sales B You will 1 _____ C You will 2 _____
What you will learn	A How to keep track of your workload B How to 3 _____ C How to delegate D How to 4 _____

Vocabulary

- 3 Match the words (1-6) with the definitions (A-F).

- 1 ___ distraction 4 ___ delegate
2 ___ interruption 5 ___ delay
3 ___ completion 6 ___ prioritize

- A to give some of your work to someone else
B the act of finishing a job or activity
C to order things based on importance
D something that prevents concentration
E something that stops a person who was talking or working
F to make something happen later than planned

4 Check (✓) the sentence that uses the underlined part correctly.

- 1 A A calendar keeps track of appointments.
 B A good business is always behind schedule.
- 2 A Late workers rarely have to make up for lost time.
 B Companies set a deadline when they start a project.
- 3 A Distractions help people stay ahead of schedule.
 B Delegating work helps managers with timekeeping.

Listening

5 Listen to a conversation between the seminar speaker and an audience member. Mark the following statements as true (T) or false (F).

- 1 The woman is a small business owner.
- 2 The man recommends setting deadlines close to one another.
- 3 The man suggests the woman complete the smallest jobs first.

6 Listen again and complete the conversation.

Speaker: I'm glad to hear it. Are you a 1 _____?

Woman: I am, and I have a lot of the problems you talked about: late deadlines, losing sales.

Speaker: Hopefully this will help you 2 _____ things.

Woman: I hope so. But I do have a question about setting priorities.

Speaker: Let's hear it. Maybe it will improve my presentation.

Woman: Well, let's say I have multiple deadlines set for the same time period. How do I 3 _____ them?

Speaker: That's difficult. First, I'd say spread the 4 _____ out.

Woman: Oh, I definitely will from now on.

Speaker: Good, good. But as for the deadlines you already have, I'd prioritize them by their 5 _____.

Speaking

7 With a partner, act out the roles below, based on the dialogue from Task 6. Then switch roles.

USE LANGUAGE SUCH AS:

I thought that was a wonderful seminar.

I do have a question about setting priorities.

Just complete the jobs that ... first.

Student A: You have attended a seminar on time management. Ask the speaker for advice. Talk to Student B about:

- the seminar
- setting priorities
- multiple deadlines

Student B: You are a speaker at a seminar on time management. Answer Student A's questions and give advice.

Writing

8 You are a seminar speaker. Use the conversation from Task 7 to write notes about improving your seminar. Talk about:

- How to schedule deadlines
- How to prioritize multiple deadlines

