

# TIME MANAGEMENT



**CANADIANDREAM**  
LANGUAGE TRAINING ACADEMY

# TIME MANAGEMENT

## WARM-UP ACTIVITY

### SPEAKING

Check if you understand the words in bold in the sentences below. Decide if the sentences are true or false for you, and why.

1. I am often late for things.
2. I often need to **rush** to get to places or to finish things.
3. I usually make a **list** of things I need to do during the day.
4. I hardly ever do everything I plan to do in a day.
5. I always do things which are a **priority** first.
6. I often **delay** doing things I don't like doing.
7. I never write down any **appointments** or things I **arrange** in a diary.
8. I occasionally miss appointments because I forget I have them.
9. I sometimes **stay up late** to finish things.
10. If I'm finding something very difficult to do, I usually **take a break**.



# NEW VOCABULARY

1. **RUSH** – MOVE IN A HURRY



2. **LIST** – A NUMBER OF CONNECTED ITEMS OR NAMES WRITTEN ONE BELOW THE OTHER



3. **PRIORITY** – A THING THAT IS CONSIDERED MORE IMPORTANT THAN ANOTHER



4. **DELAY** – MAKE SOMEONE OR SOMETHING LATE OR SLOW



5. **APPOINTMENT** – AN ARRANGEMENT TO MEET SOMEONE AT A PARTICULAR TIME AND SPACE



6. **ARRANGE** – PUT THINGS IN AN ORDER



7. **STAY UP LATE** – REMAIN OUT OF BED LATER THAN USUAL



8. **TAKE A BREAK** – STOP DOING SOMETHING FOR A SHORT PERIOD OF TIME



# WATCH THE VIDEO ABOUT TIME MANAGEMENT

<https://www.youtube.com/watch?v=Ril1NkaDXIQ>



## Tips for Effective Time Management.mp4

### Questions:

1. What are the tips for effective time management?
2. Why is making a list important?

# Present Simple & Present Continuous

**Present Simple**



**Present Continuous**



**S + verb**

**S + am/is/are (not) + V-ing**

**Express general truths**

E.g: It rarely rains in the desert.

**Describe actions happening now**

E.g: She is reading a newspaper upstairs.

**Indicate present habits**

E.g: The birds return to the island every morning.

**Express annoying habits (+ always)**

E.g: You're always forgetting to pay the bills.

**Express timetable events**

E.g: The plane to London takes off at 6:30 a.m.

**Describe future arrangements**

E.g: She's getting married on 3 November.

**Indicate permanent states**

E.g: I like the new James Bond film.

**Express temporary states**

E.g: She's working at the museum until the end of this month.



# CHOOSE THE CORRECT VARIANT

*Decide if these sentences refer to the future or not.  
When do you think we use the present continuous to  
talk about the future, and when do we use the present  
simple?*

1. I'm just **answering** some emails.
2. I'm **meeting** a customer at twelve.
3. I'm **trying** to watch this.
4. I'm **giving** that presentation on Friday.
5. **Are you going** to that training session tomorrow?
6. I've **got** an appointment with the dentist at one.
7. I've **got** a test tomorrow.
8. I often **need** to rush to get to places or finish things.
9. I **need** to leave at eight.
10. I **work** all day and then do housework.



# Make a list of things to do each day this week. Include the following.



- Any appointments and arrangements you have

---

---

- Things you need to do at work or college

---

---

- Housework or other things you need to do

---

---

- Plans you have to go anywhere

---

---





# DISCUSSION TIME 😊

1. Are you usually on time?
2. If you are late, what message does this send to the person who is waiting for you?
3. Do you prefer to show up late or early?
4. What is your busiest day of the week?
5. Do you like to be busy, or do you like to have an easy schedule?
6. What takes up most of your time?
7. Do you think you manage your time wisely?
8. Do you manage time, or does time manage you?
9. What do you do if you show up too early for something?
10. What do you do if you show up too late for something?



# ANSWER KEYS:

**Choose the correct variant.**

1. No
2. Yes
3. No
4. Yes
5. Yes
6. Yes
7. Yes
8. No
9. Yes
10. No

