



Time etiquette & management

Lesson plan – Intermediate / Upper-Intermediate

KEY

Reading

D. "Happy medium" is a period of time between the check-in and the beginning of the presentation. If you aim for it, you don't arrive too early and have plenty of time to thank the host of event.

You should arrive on time on those events because you may miss the first course (dinner party), not to find parking space (all events), may interrupt activity (baby shower)

If you're late at wedding, you may look awkward walking down the aisle together with the bride. if you're late at a play, you look rude and disruptive trying to get to your seat.

Video

C.

- carry a schedule - write down all your activities during the week. it helps you to see how much time you spend productively and how much time you waste
- time for interruptions - plan time to be distracted from what you're doing
- first 30 mins every day - spend this time to plan your day
- 5 mins before and after the task - it helps you to set goals for this activity (phone call) and analyze the result afterwards
- "do not disturb" sign - put this sign when you absolutely have to get work done
- phone calls and e-mails - do not react immediately to all incoming calls and messages, respond only to urgent ones

E: 1-g; 2-b; 3-e; 4-j; 5-i; 6-a; 7-f; 8-c; 9-d; 10-h

Vocabulary

A: manage time; waste of time; time flies; master of your own time; time assigned to ...; time block; schedule time; time plan; time of your day.