

How to gain control of your free time

WARM-UP

1. Consider these questions:

1. How much time do you think successful people work each week?
2. Do you know how much time you spend on average on work each week? Count all the extra time you do some work-related things outside the office.
3. What do you think you need to save time on?

VOCABULARY:

2. Fill in the gaps by transforming word roots in the brackets:

- a) The key is to be very about what you spend your time on. (JUDGE)
- b) The UN wants to decrease food waste per person in shops and in by 2030 (HOUSE)
- c) Due to my business, I am faced with time constraints and have not been able to personally spend as much time as I would like on my causes. (COMMIT)
- d) We cannot make more time, but time will stretch to what we choose to put into it. (ACCOMMODATION)
- e) For a middle-class family like the Johnstons, it is difficult, but (DO)
- f) He works with attorneys, accountants and other business counsellors. (MULTI)
- g) Johnson's in paying his bills contrasts with his reputation for generosity. (TARDY)

3. Complete the sentences below with the words in the box. What's the meaning of these expressions?

PUSHED IN WORLD THE SPARE TO HANDS

- a) How do you **pass** **time**, when you find yourself in a boring situation (e.g. meeting)?
- b) When was the last time that you had a lot of **time on your** ?
- c) What would you do if you had **all the time in the** ?
- d) In your work, do you usually finish tasks **just** **time** or **with time to** ?
- e) Do you think you need some more **time** **yourself**?
- f) Are you ever **for time**? When in particular?

4. In pairs or small groups, answer the questions from exercise 2.



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DISCUSSION:

5. Look at the *Time Thieves* list and discuss the questions below.

- How do these *time thieves* affect people's life?
- Which ones waste most of your time?
- How can people reduce their impact on them?

Time Thieves

- phone calls
- social media
- procrastination
- unexpected visitors
- meetings without a plan
- constantly checking and answering emails
- socializing with co-workers
- surfing the Internet
- multitasking
- daydreaming

6. Consider the following questions:

- What does take up most of your time?
- Do you think you manage your time wisely?
- Do you make a detailed schedule for every day?
- How do you manage to squeeze everything in your weekly routine?
- Do you believe that when you say "*I don't have time*" you mean "*it's not a priority*"?
- How helpful would creating a three-category priority list (career, relationships, self) be for you?
- There are 168 hours per week. Would you be able to estimate how you use them?



CULTURE CORNER:

In the USA, there is a tradition to write a **family holiday letter** which people send to their friends and family before Christmas. These letters include highlights from the life of the family but have been often criticized as just being an opportunity to brag about how great your family is doing.