

11

Time Management

Workplace Guru

advice column



Dear Workplace Guru,

I'm terrible at time management! I supervise ten employees working on multiple projects. I get hundreds of emails a day. Then, there are meetings and paperwork ... I'm always **behind schedule**! I try to **make up for lost time** by working at home. But my family thinks I've forgotten them. How can I get **organized** and use my time more effectively?

-Out of Time

Get ready!

1 Before you read the passage, talk about these questions.

- 1 Why is time management important?
- 2 How can you minimize distractions at work?

Reading

2 Read the advice column. Then, choose the correct answers.

- 1 What is the column mainly about?
 - A the pros and cons of time management
 - B which tasks should be high priority
 - C common distractions in the workplace
 - D how to use your time effectively
- 2 What does the column recommend doing before anything else?
 - A prioritizing goals
 - B organizing deadlines and meetings
 - C writing a task list
 - D removing distractions
- 3 Which of the following suggestions is NOT made in the column?
 - A write down what needs to be done
 - B answer all emails right away
 - C use an electronic calendar
 - D keep track of finished tasks

Dear OT,

Time management is a huge issue for many people. But managing your time effectively can reduce stress and improve your overall health. And of course, you'll produce better work.

So how can you get on track? First, organize your work. **Keep track** of all your meetings and deadlines on a calendar. If you use an electronic one, it will send you **reminders** automatically.

Next, **prioritize** your **goals**. Make a **task list** every day. Work on your most important task first. Ignore phone calls, emails, and other **distractions**. Close your office door so there aren't any **interruptions**. Then, work on it for at least an hour. Even if you don't finish, you'll make a big dent. And you'll be more likely to return to it later. Check items off your list as you go. Before you know it, you'll be **ahead of** schedule!

Vocabulary

3 Choose the sentence that uses the underlined part correctly.

- 1 A He wrote himself a reminder to call a client in the afternoon.
B The project is behind, so it will be finished on time.
- 2 A The task list says all the employees' names and departments.
B The noise from a nearby construction site was a distraction.
- 3 A The group was organized for its hard work on the project.
B It's important to prioritize tasks in order of importance.
- 4 A The lost time was due to an equipment problem that stopped work.
B She closed her door to prevent goals from her coworkers.