

Objectives

- Talk about time management
- Speculate and discuss consequences
- Talk about deadlines
- Negotiate conditions



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1. Read about the 8+8+8 Rule. Do you distribute your time in a similar way?

Distribute your day (24hrs) into
8+8+8 hours to make a
balanced lifestyle.

8

work

+

8

sleep

+

8

3Fs



Family, Friends, Faith

3Hs



Health, Hygiene, Hobby

3Ss



Soul, Service, Smile

2. Read the quotations from Laura Vanderkam's Ted Talk and answer the questions.

1. What does 'I don't have time' often mean?
2. How much free time do people have on average?



Laura Vanderkam is an author, speaker, and podcaster who focuses on time management and productivity.

'I have four small children, and I would like to blame them for my occasional tardiness, but sometimes it's just not their fault. Once, I arrived late to my own speech on time management.'

'Everything I do, every minute I spend, is my choice. And rather than say, "I don't have time to do x, y or z," she'd say, "I don't do x, y or z because it's not a priority."

"I don't have time," often means "It's not a priority."

There are 168 hours in a week. Twenty-four times seven is 168 hours. That is a lot of time. If you are working a full-time job, so 40 hours a week, sleeping eight hours a night, so 56 hours a week -- that leaves 72 hours for other things. In 168 hours a week, I think we can find time for what matters to you.'



Audio
14.1

3. Listen to the interview with Laura and answer the questions.

1. What common mistake do people make with their time?
2. What are two simple ways to manage time better?

4. Listen again and complete the phrases that Laura uses.

1. _____ much time
2. slow _____
3. run _____ time
4. _____ time for
5. leave until _____
6. _____ of time
7. _____ time
8. get the job done _____
9. _____ a long time

5. Which expressions from exercise 4 can you use to describe your attitude to time?



6. Follow Laura’s advice and make a list with three categories: career, relationships, and self. In each category, write down two or three main things you want to focus on for the next week.

Career	Relationship	Self
1	1	1
2	2	2
3	3	3

7. Read the task and set your goals (optional).

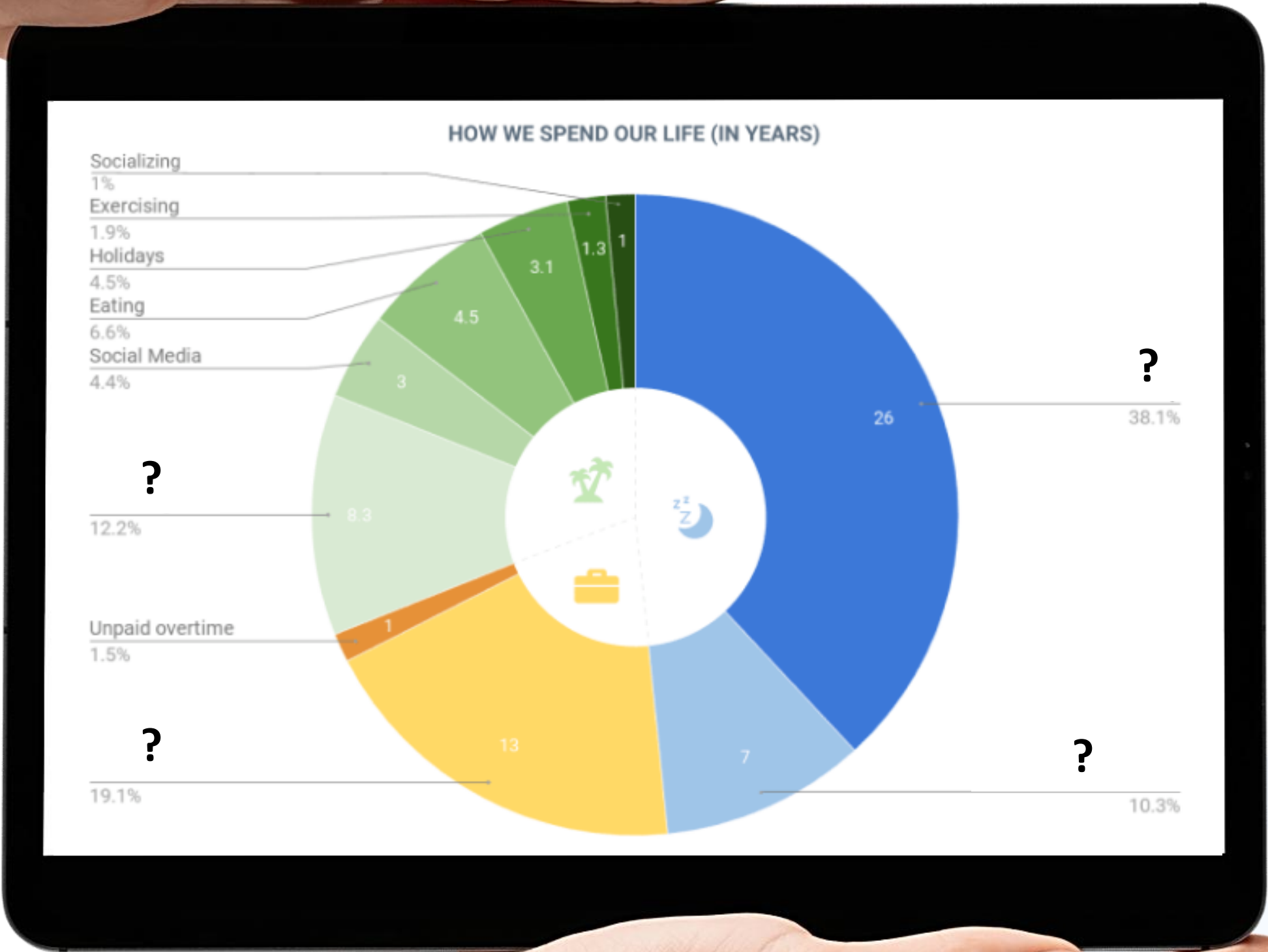
- 1. **Write next year’s review**
What 3-5 things would make it a great year for you professionally?
- 2. **Write the family holiday letter**
What 3-5 things would make it a great year for you personally?

extra vocabulary

(it’s) **high time** - (it is) past the time when something should have happened.

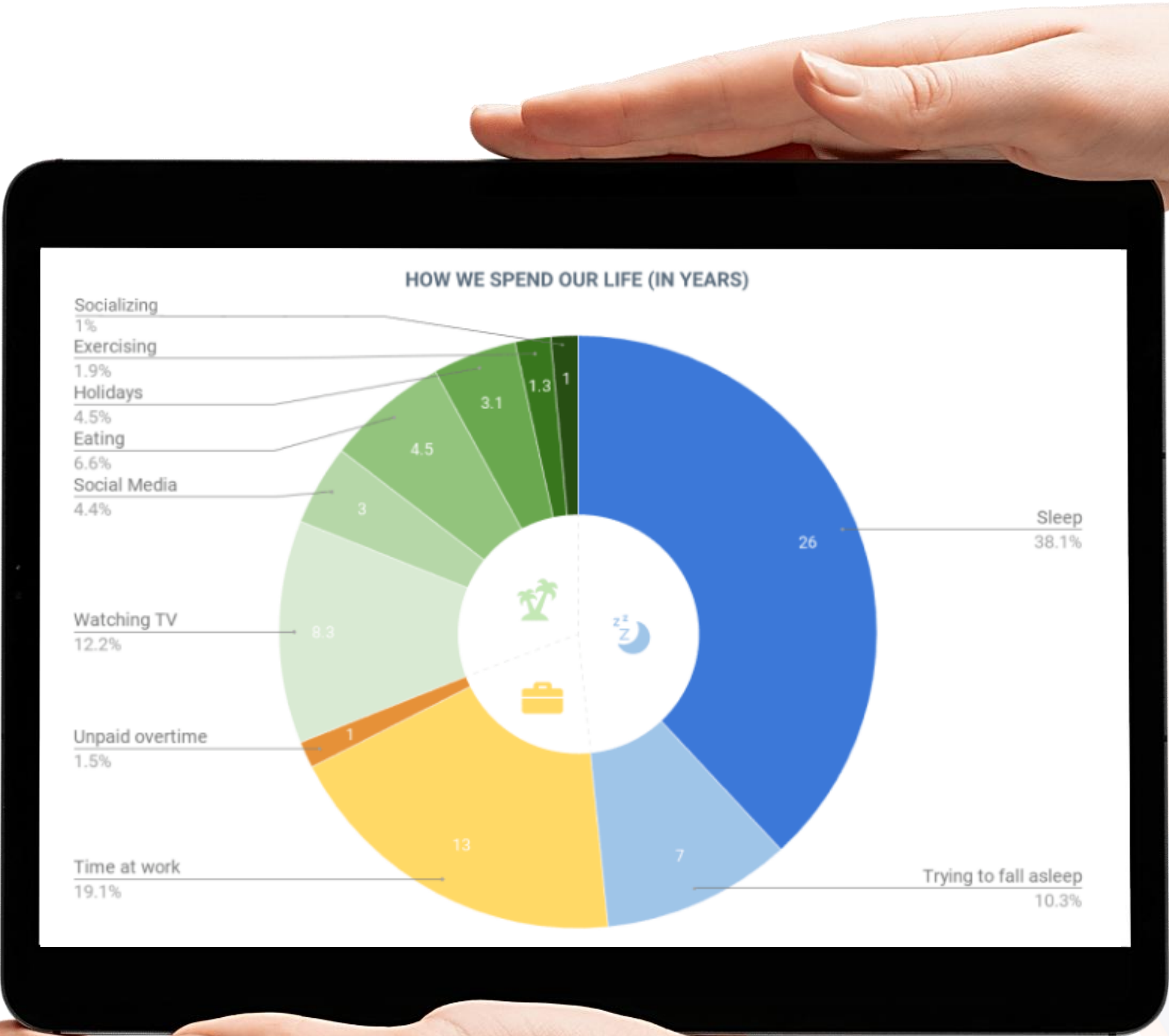
E.g. It's high time we reduced the number of cars on our roads.

1. Look at the chart below. What do you think the missing activities are? Discuss them with your teacher / partner and check your guesses on the next page.



2. Answer the questions.

- 1. Do you spend your life in a similar way?
- 2. What would you like to change?



3. Read the text and say if the statements are True or False.

1. Life is like a stove with three burners.
2. All burners can be high at the same time.
3. Try to make the most of each day, avoid activities that waste your time.
4. Always keep the work burner on high.

The 4 burners theory is a concept introduced by writer David Sedaris. It suggests that life is like a stove with four burners representing your family, friends, health, and work. You cannot have all four burners running at full power **at the same time**. If you try, you will reduce your effectiveness. For example, if you have a **busy schedule** at work and need to **work long hours**, you might not have much time left for your health or friends.

Three Ways to Manage the 4 Burners

1. Learn to **manage time** wisely and try not to **kill time**. Sometimes it's wise to say, "**Better late than never**" and to **put off** less critical tasks so you can focus on what's most important. For example, if your work burner needs more attention, you might postpone going out with friends.

2. Manage your four burners by breaking your life into seasons. Accept that not all burners can be high at the same time. You might focus more on work and personal health when you're younger. Or starting a new project might require you to work long hours, but remember, this intense period is temporary. Later, you might turn down the work burner to spend more time with your family.

3. **Time flies**, so try to make the most of each day, avoid activities that waste your time. For example, instead of watching TV, use that time to exercise or spend with family.



4. Match each phrase to the correct definition (a) or (b).

1. time flies / better late than never

- a. it's good to do something late rather than not do it
- b. time passes quickly

2. kill time / manage time

- a. to spend time doing unimportant things
- b. to plan how to use your time

3. busy schedule / work long hours

- a. to work for many hours
- b. a day full of activities

4. put off / at the same time

- a. to delay doing something
- b. simultaneously; happening together

5. Complete the questions with some of the expressions from exercise 4.

- 1. Do you have a _____?
- 2. How many tasks can you do _____? How often do you multitask?
- 3. Why do you think _____ when you do what you like?
- 4. What tasks do you usually _____?
- 5. What do you usually do to _____?
- 6. Do you think you _____ effectively?
- 7. What are the effects of _____?

6. Answer the questions in exercise 5.

7. Tell your teacher / partner about the 4 burners of your life. Discuss the following:

1. Which burners are running at full power? Why?
2. Which burners are low? Why?
3. How can you make your life more balanced?



extra writing

Answer the question (50-70 words):

Do people in your country work too hard or not hard enough?

extra vocabulary

- We use **on time** to talk about timetabled events. If something is on time, it means that it is at the scheduled time.
E.g. The trains are usually on time. (They arrive at the scheduled times, not early or late.)
- We use **in time** to say we are not late and have enough time to do something.
E.g. I hope to be there in time to see you before lunch. (early enough to have time to see you before lunch)

1. Do the quiz and discuss the answers with your teacher / partner:

1. If I had one extra hour a day, I would:

- a) **do** volunteer work
- b) **spend** more time with my family
- c) **Sleep**

2. If I finished my work early, I would:

- a) **help** my colleagues with their tasks
- b) **leave** the office early
- c) **plan** my activities for the next day

3. If I arrived late to an important meeting, I would:

- a) **apologize** to everyone
- b) **sit** down quietly
- c) **stay** late to catch up

4. If the Internet went down for three hours, I would:

- a) **read** a book
- b) **tidy** up my room
- c) **go** for a walk

2. Use the verb patterns in bold from exercise 1 to complete the Language point.

Language point			
Type	Function	Verb form	
		If clause	Result clause
Second conditional	to talk about imaginary situations in the present or future	If + subject + _____,	_____ + verb

3. Find and correct 4 mistakes. Tick (✓) the correct sentences.

1. If Ethan prioritized his tasks, he wouldn't work long hours. _____
2. We finished the project ahead of schedule if we worked more efficiently. _____
3. If you would manage your time better, you would achieve your targets every month. _____
4. If we changed our strategy, we would improve performance significantly. _____
5. The team would work more efficiently if they had some training. _____
6. If everyone would shared their ideas, we would come up with a better solution. _____
7. You would complete the report if you don't waste so much time. _____

4. Put the verbs in brackets in the correct form.

1. If I **(leave)** everything until the last minute, it **(be)** more exciting.
2. I **(be)** more efficient if I **(multitask)**.
3. I **(work)** faster if I **(leave)** everything until the last minute.
4. If I **(manage)** time too strictly, I **(miss)** out on fun.
5. I **(be)** more energetic if I **(have)** 2-hour lunch breaks.
6. Work **(be)** more fun if I **(have)** more time for chatting with colleagues.

5. Do you agree or disagree with the statements in exercise 4? Why?



6. Continue the sentences with your own ideas.

1. If I left everything until the last minute, ...
2. I would be more efficient if ...
3. I would work faster if ...
4. If I managed time too strictly, ...
5. I would be more energetic if ...
6. Work would be more fun if ...

7. Work with your teacher / partner. Choose a phrase from the list below and ask each other.

What would happen if

- | | |
|--|--|
| 1. your manager always asked you for your opinion? | 7. coffee was banned from the office? |
| 2. you performed badly at work? | 8. lunch breaks lasted three hours? |
| 3. achieved all your goals this year? | 9. all meetings could only be 10 minutes long? |
| 4. didn't achieve any of your goals this year? | 10. you could bring your pet to work? |
| 5. we had a 4-day week? | 11. desks were replaced with hammocks? |
| 6. we never had to sleep? | 12. you could have any job in the world? |

1. Do the quiz and discuss the answers with your teacher / partner.



1. Delaying tasks unnecessarily is called _____

A. Procrastination

C. Migration

B. Calculation

D. Rotation

2. Which country has shorter work hours but high productivity?

A. United States

C. Germany

B. Japan

D. South Korea

3. How much can multitasking lower your productivity?

A. 10%

C. 40%

B. 20%

D. 50%

4. Which activity is scientifically proven to help improve focus and time management?

A. Watching TV

C. Eating sweets

B. Listening to classical music

D. Texting friends

2. Answer the questions.

- 1. What time-management techniques do you know?
- 2. How do you prioritize your tasks at work?



Audio
14.2

3. Listen about the ABCDE time management method and complete the notes.

- *A frog is* _____
- *A tasks* _____
- *B tasks* _____
- *C tasks* _____
- *D tasks* _____
- *E tasks* _____



A

B

C

D

E

How to use time expressions



Audio
14.2

4. Complete the sentences with the phrases below. Then listen again and check.

- within a week
- right away
- by the end of the week
- when you have time
- as soon as possible

1. Look at your list and choose the biggest task. This is your frog. Plan to do it _____.
2. **A tasks** are very important. They are your frogs and they should be done _____.
3. **B tasks** are less important. You can do these _____ during the day.
4. **C tasks** are nice to do but not necessary. Try to fit these in, maybe _____.
5. **D tasks** can be given to someone else, say, _____. Delegate these.



5. Look at the to-do list. Use the expressions below (1-7) to say when the tasks (a-g) must be done. Then use the ABCDE time management method to prioritize the tasks.

- 1. as soon as possible
- 2. by (Monday)
- 3. by the end of the week
- 4. on (Friday)
- 5. right away
- 6. when you have time
- 7. within a week

- a. Complete the proposal (in the next 7 days)
Example: Complete the proposal within a week.
- b. Call Mr. Evans (urgent!)
- c. Tidy your desk (when free)
- d. Finish the report (no later than Monday).
- e. Schedule the team meeting by Friday.
- f. Respond to the customer complaint (now!)
- g. Attend the furniture fair (not important)

- A tasks _____
- B task _____
- C task _____
- D task _____
- E task _____

6. Think about your to-do list at work. Tell your teacher / partner about your tasks and deadlines. Use the expressions (1-7) from exercise 5.



1. Which of the things below do you negotiate? Discuss with your teacher / partner.

- when you can take your holiday
- project deadlines
- salary
- work hours
- asking your boss for a day off
- deciding who will pay for a meal in a restaurant
- deciding which film to see

2. Answer the questions (*optional*).



Recall a time when a negotiation that you participated in didn't go well
What happened?
Could it have gone better?
What would you have done differently?



Recall a time when a negotiation that you participated in went well
What worked well?
Could it have gone better?
What would you have done differently?



3. Read about Dragon's Den and Temporary Forevers, then answer the questions (1-2).



Dragon's Den is a TV show where business owners show their ideas to a group of investors, called Dragons, to get money for their businesses. The owners tell the Dragons about their products and how much money they need. They hope at least one Dragon will give them money in return for a part of their company.

Alex Buzaianu, the founder of Temporary Forevers presents his company:

'My name is Alex Buzaianu and I'm here to offer you the opportunity to invest £90,000 in exchange for 7% of my business, the brand's Temporary Forevers. We design and make leather goods for on-the-move professionals'.

1. What does Temporary Forevers make?
2. How much money does he ask for?

4. Listen to the negotiation between Peter Jones and Alex and answer the questions.



Peter Jones

is a British entrepreneur,
businessman and investor.



Audio
14.3

1. How much money does Peter offer to Alex?
2. Does Alex accept this offer? Why?
3. What is Alex's counter-offer?
4. What percentage do they agree on?



Audio 14.3

5. Choose the correct option, then listen again and check.

1. There's a **problem / option** with the percentage of the company you want for your investment.
2. Would you **disagree / agree** to reduce your share to 20% then?
3. I can't **guarantee / suggest** a change without seeing actual success first.
4. **Was / Would** it be OK if I start with 25%?
5. Yes, that would be **done / possible**.



6. Read the Key expressions. Ask your teacher if you don't understand any of them.

7. Work with your teacher / partner. Negotiate the situation below.

Student A

You work in an office but you would like to work from home on Mondays and Fridays. However, your boss (Student B) does not like this idea.

Your arguments:

- working from home will help you work better
- you will be less stressed
- suggest trying it for a short time to see how it goes

Student B

You are a manager. One of your employees (Student A) would like to work from home on Mondays and Fridays. However, you don't like this idea.

Your arguments:

- you want the team together in the office
- talking in person is better
- maybe one home day could be okay, but you're not sure

Describing the problem

- *There's a problem with ...*
- *We have an issue with ...*
- *Basically, ...*
- *I can't guarantee ...*

Responding

- *Yes, that would be possible.*
- *I think we could do that.*
- *Sorry, that wouldn't be acceptable*

Negotiating conditions

- *What if we did X?*
- *Would you agree to do Y?*
- *Could you do Y?*
- *Would it be OK if ...?*

Describing advantages

- *That would allow us/you to ...*

8. Work with your teacher / partner. Role-play the situation below.

Student A

You work in a sales department and you want to be promoted to team leader. However, your boss (Student B) isn't sure if you are ready.

Your arguments:

- you work hard and deserve to be team leader
- you always meet your sales targets
- suggest a trial period as team leader to prove your skills

Student B

You are a manager. One of your sales reps (Student A) would like to be promoted to team leader. However, you are not sure.

Your arguments:

- you think Student A needs more experience.
- you are not sure about Student A's leadership skills
- suggest more training before considering a promotion



1. Answer the questions.

1. What would you do now if you had

- 5 minutes to spare?
- 10 minutes to spare?
- 20 minutes to spare?
- an hour to spare?
- 2 hours to spare?

2. What is procrastination?

3. What tasks do you usually procrastinate on?

4. What do you do to stop procrastinating?

2. Read the text and answer the questions.

1. What is the main purpose of the anti-procrastination café?
2. What are the 3 levels of progress check?
3. What does the café provide?
4. Would you visit the café? Which level of progress check would you need?

In Japan, there is a unique anti-procrastination café where you can manage time and work efficiently. You can't leave until your work is done. This helps people meet deadlines without the chance to waste much time.

Guests who come to the café set a goal and choose between 3 levels of progress check to help them get the job done in time.

- **Level one** is simple: you tell the staff you have finished your work.
- **Level two** involves staff checking on you every hour to assess progress.
- The hardest, **level three**, involves staff watching you closely to make sure you stay on task.

The café offers its customers unlimited coffee, tea bags, high-speed wi-fi for better work results. Customers have to pay 130 yen (\$1.01) for the first 30 minutes and then 300 yen (\$2.34) per hour. The owner says all customers complete their goals even if they have to stay past closing time.

This place is great for those who need a little push to finish their tasks and is very popular in Tokyo.



3. Read the strategies for overcoming procrastination and discuss them with your teacher / partner. Which have you used? Which would you like to use? Which strategy do you like best?

Focus on starting,
not finishing



Prioritize tasks

☐ Later

☐ Tomorrow

☐ Today

☒ NOW

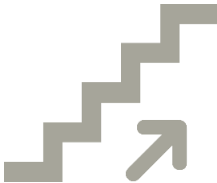
Set clear goals



Set deadlines



Break tasks into small
steps



Use a timer



Remove distractions



Reward yourself



4. Answer the questions.

1. Why do people procrastinate?
2. What is the difference between being lazy and procrastinating?
3. Can procrastination be a good thing?
4. What time of day do you procrastinate the most?
5. What kinds of tasks do you usually put off until later?
6. Do you find it easier to start a task or finish it?
7. How do you decide what task to do first?
8. What advice would you give to someone who procrastinates a lot?
9. How does procrastination affect work quality?
10. Do you think teamwork helps reduce procrastination? Why or why not?

extra writing

Answer the question **(50-70 words)**:

Do you have any good techniques for organising your time?

extra vocabulary

Lazybones - someone who is lazy

E.g. Hey, lazybones, get up from the sofa and help me with the dishes!

1. Match (1-8) with (a-h).

- | | |
|----------------|---------------|
| 1. time | a. time |
| 2. better late | b. schedule |
| 3. kill | c. flies |
| 4. manage | d. same time |
| 5. busy | e. than never |
| 6. work | f. off |
| 7. put | g. long hours |
| 8. at the | h. time |

2. Match the phrases (1-8) with their definitions (a-h).

- | | |
|--------------------------------|---|
| 1. waste time | a. complete a task before a deadline |
| 2. slow down | b. require a lot of time to complete |
| 3. run out of time | c. use up all available time |
| 4. leave until the last minute | d. delay doing something until it is too late |
| 5. ahead of time | e. decrease the amount of time needed |
| 6. reduce time | f. before the deadline |
| 7. get the job done in time | g. decrease speed |
| 8. take a long time | h. spend time unproductively |

3. Replace the underlined phrase in each sentence (1-8) with a synonym from exercise 1.

1. She has a full day with many meetings.
2. Don't delay replying to important emails.
3. We've been speaking for 30 minutes? Wow, time passes quickly!
4. She organizes her time well to meet all her deadlines.
5. He submitted his report late, but it's good even if it's late.
6. I'm so busy! I need to handle calls and emails simultaneously.
7. I have nothing to do, so I'll pass time by organizing my desk.
8. We work overtime at the end of the year.

4. Choose the correct option.

1. Do not _____ much time on unimportant details.
a) throw b) waste c) kick
2. Sometimes, it's good to slow _____ and check your work.
a) down b) up c) back
3. We _____ out of time and couldn't finish the presentation.
a) jumped b) fell c) ran
4. Always allow time _____ a coffee break during meetings.
a) on b) of c) for
5. Do not _____ your report until the last minute.
a) leave b) stay c) give
6. She completed her tasks _____ of time.
a) behind b) out of c) ahead
7. AI helps you to streamline processes and _____ time spent on routine tasks.
a) cut off b) reduce c) increase
8. He managed to get the job done _____ for the deadline.
a) by time b) up time c) in time
9. It can _____ a long time to learn new software.
a) take b) give c) bring

5. Match the sentence halves.

- | | |
|---|--|
| 1. If you managed time better, _____ | a. I would finish work earlier. |
| 2. You wouldn't make so many mistakes _____ | b. we would be more relaxed now. |
| 3. If I wasted less time, _____ | c. if you didn't leave your report until the last minute |
| 4. If we prepared the presentation ahead of time, _____ | d. you would not be so stressed. |

6. Make second conditional sentences.

Example: you buy the software / you improve your productivity.

If you bought the software, you would improve your productivity.

1. I have more time / I travel around the world
2. she understand the problem / she solve it quickly
3. they offer me the job / I accept it immediately
4. we have more time / we finish the project sooner
5. our team receive more training / we achieve better results

7. Complete the sentences with the words below.

- within
- by
- right
- soon
- when

1. You should improve your performance as _____ as possible
2. Have you completed the report? – No, not yet. I'll do it _____ away.
3. Please review this document _____ you have time.
4. I need this proposal finalized _____ a week.
5. We need to finish the project _____ the end of the week.

8. Complete the conversation with expressions (a-j).

- a. I can't guarantee
- b. I think we could do that
- c. Would it be OK if
- d. Would you agree to do
- e. What if we did
- f. That would be possible
- g. Could you do
- h. there's a problem with
- i. would allow the team to
- j. Basically

Andrew: Hi Sam, _____¹ choosing a team building activity. The Scavenger Hunt takes a long time to complete, and we don't want to spend the whole day on that.

Sam: I see. _____² the Cooking Challenge instead?

Andrew: _____³, but _____⁴ that everyone will enjoy cooking. Some team members might not be interested.

Sam: _____⁵ a quick survey to see if people would prefer cooking or another activity?

Andrew: _____⁶ I did that by the end of the week? I'm a bit busy today.

Sam: Sure. _____⁷, we need an event that doesn't waste much time and allows us to finish within a few hours.

Andrew: _____⁸ the Escape Room? It's exciting and _____⁹ bond without spending the whole day.

Sam: _____¹⁰.