

Lesson 18 – Routines and Time Management

Lesson 18. Routines and Time Management

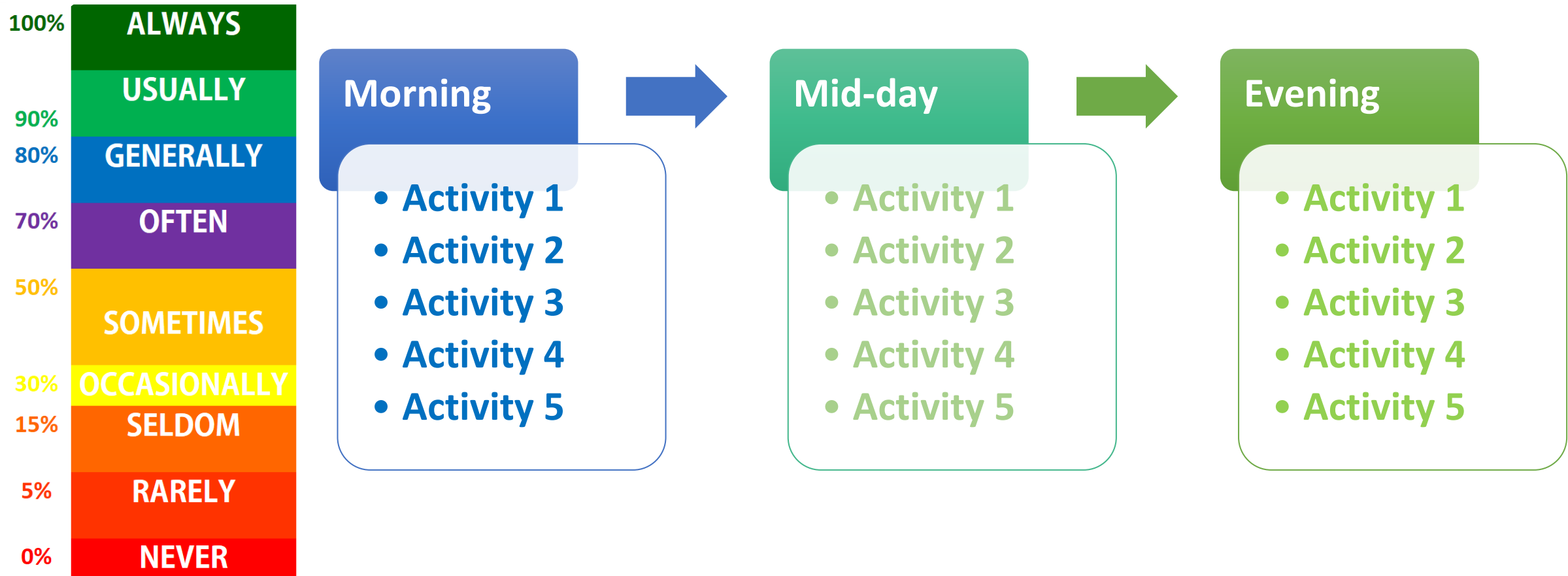
Learning Objectives

After this lesson, students will be able to:

1. Enumerate activities that are part of one's routine using adverbs of frequency.
2. Recognizing the benefits of keeping a routine.
3. Derive vocabulary from crossword puzzle and use them properly in sentences.
4. Match header with its corresponding details.
5. Justify the possibility of activities be done at once.
6. Select the best vocabulary to complete sentences' thoughts.
7. Use present continuous tense to state and ask about future plans.
8. Define phrasal verbs using context clues.
9. Find examples of words with particular number of syllables and enunciate them accurately.

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Use adverbs of frequency to talk about your daily routine.



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Why create a routine?

People are creatures of habit, and routines offer a way to promote health and wellness through structure and organization. However, not everyone requires a fully scheduled day to reap the health benefits of a routine.

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”

Do you agree with these famous 15 words Aristotle has been credited for?

Ponder this!

What are the possible benefits of establishing and keeping a routine?



Source: [Health Benefits of Having a Routine](#) | Northwestern Medicine

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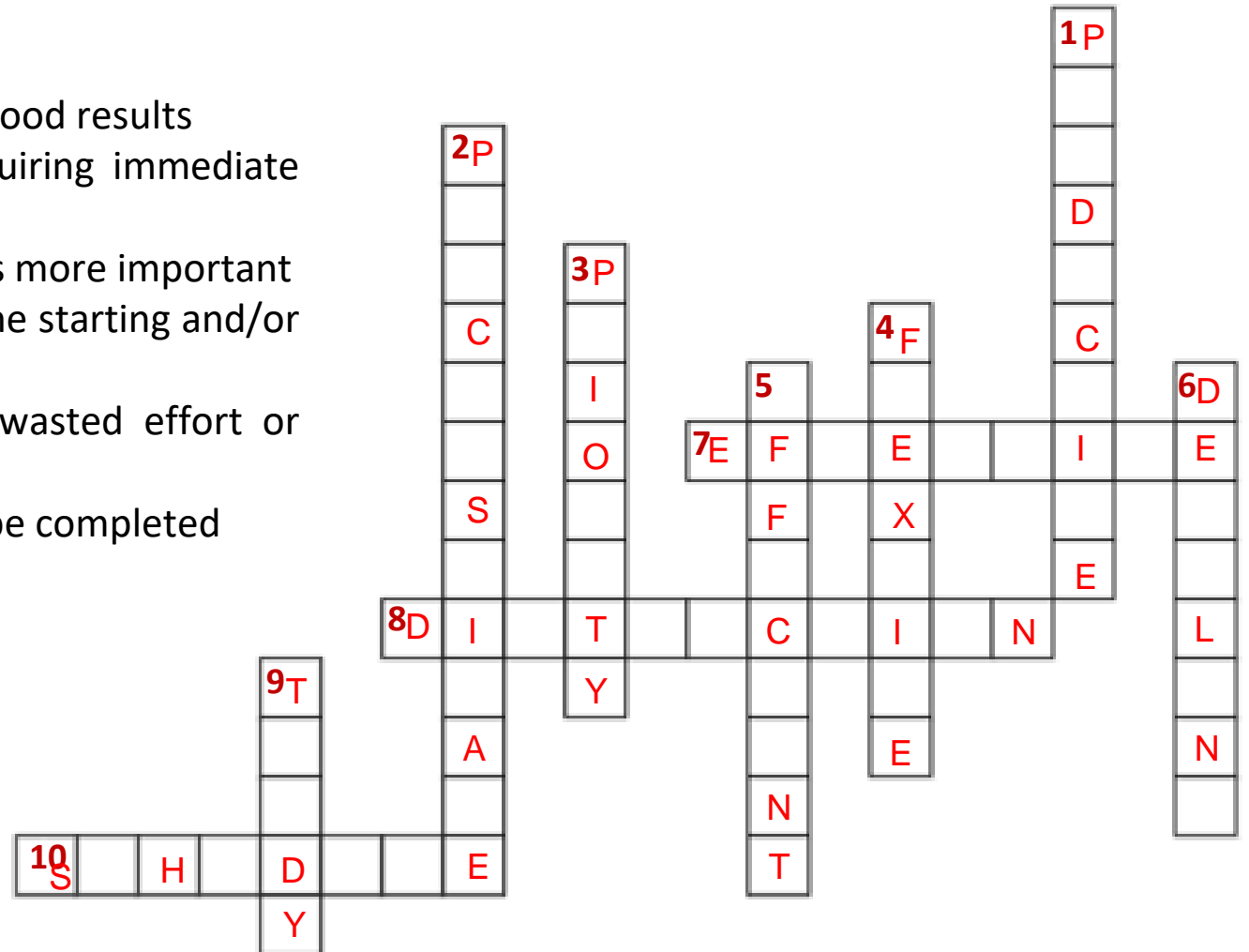
Solve the puzzle. Use each solved item in your own sentences.

Down

1. doing or achieving a lot : working hard and getting good results
2. putting off or delaying, especially something requiring immediate attention
3. the fact or condition of being regarded or treated as more important
4. an arrangement that allows an employee to alter the starting and/or end time of one's workday
5. achieving maximum productivity with minimum wasted effort or expense
6. the latest time or date by which something should be completed
9. delayed beyond the right or expected time

Across

7. successful in producing a desired or intended result
8. a thing that prevents someone from giving full attention to something else
10. a plan for carrying out a process or procedure, giving lists of intended events and times



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Match the header to its respective details Discuss Steps to Successful Time Management .

- a. *Clutter wastes time. Keep things in their proper place to avoid needless searching for misplaced items.*
- b. *Establish a direction of your project and develop a schedule and milestones around it. Assess the resources required.*
- c. *Overestimate space, time, cost and related tasks. Allow for extra problems or difficulties. Schedule flex-time.*
- d. *To avoid procrastination and to track progress and achievement, set a realistic deadline for each of your goals.*
- e. *Don't waste energy micromanaging routine procedures. Concentrate on what truly needs your attention.*
- f. *Stay focused by establishing goals and setting priorities. Reevaluate them often to remain on track.*
- g. *Write commitments in one calendar. Review and update your calendar daily. Keep it available and uncluttered.*
- h. *Break up big processes into mini-projects. Plan them by time or task and assign a schedule.*
- i. *Free yourself by allowing others to help you. Offer growth opportunities. Give clear directions and set deadlines.*
- j. *Take on only as much as you are willing and able to do. The world will not end if you say "no" when you need to.*

1. **Set Goals and Priorities**
2. **Set a Deadline**
3. **Break it Up**
4. **Organize**
5. **Slow Down**
6. **Make a Plan**
7. **Delegate**
8. **Anticipate the Unexpected**
9. **Keep a Master Calendar**
10. **Look at the Big Picture**

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Multitasking is the ability to *perform more than one task or activity at the same time*. Identify significant activities that can be done at the same time with the activities below. Justify your answer.



What activities are impossible and/or not advisable to be done at once?

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Fill in the blanks with the correct vocabulary

Time is money and according to a new survey, workers waste a lot of working time. A **(noun)** completed by 10,000 employees reports an **(noun)** of 2.09 hours per day is **(verb)** away in businesses. This is twice as much as company bosses thought. It means companies lose an amazing \$759 billion in the USA. However, bosses are not **(verb)** by these **(noun)**. Many **(noun)** think this idle time is **(adjective)** to a company. Salary.com's Bill Coleman called it "creative waste".

The top time-wasting activity was using the Internet for personal use – 44.7% of workers **(verb)** to this. Other big time-wasters were **(noun)** with co-workers (23.4%), personal business (6.8%) and staring into space (3.9%). The top time-wasting excuse was not having enough work to do (33.2%). Workers also complained about feeling **(adjective)** (23.4%) and being **(verb)** by co-workers (14.7%). The survey also found that men and women **(verb)** equal amounts of time.

Source: Breaking News English ESL Lesson Plan on Wasting Time

1. wasted
2. confessed
3. angered
4. average
5. chatting
6. underpaid
7. questionnaire
8. idled
9. beneficial
10. executives
11. distracted
12. figures

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Modify the false statements to make them correct.

- 1.The average worker wastes 25% of his/her working time.
- 2.Companies did a secret check on their workers.
- 3.Company bosses thought workers wasted an hour a day.
- 4.Many executives think time wasting is beneficial to a company.
- 5.Drinking tea and coffee is the biggest time waster.
- 6.Almost 40 % of employees waste time by daydreaming.
- 7.Many employees complain that they do not have enough work to do.
- 8.Women waste much more time than men.

Free Response

According to a Salary.com survey, these are the **nine biggest ways in which workers waste time**. Are you guilty of doing these? How could the following examples of time wasting be “creative”?

1. Surfing Internet (personal use)
2. Socializing with co-workers
3. Doing personal business
4. Spacing out (daydreaming)
5. Running errands away from the office
6. Making personal phone calls
7. Applying for other jobs
8. Planning personal events
9. Arriving late / Leaving early

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Listen and fill in the blanks with the right word/s.



Listening Activity 18.1 *Get on with it!*

1. It's funny how _____ (3) without you noticing.
2. So, we are too focused on the present, and _____ (1) to engage in _____ (1) that relate to the future.
3. And you need to _____ (1) – or _____ (1) – distractions. Turn off your tech and _____ (2) to your tasks, Rob.
4. _____ (2) means doing two activities together – one you should do but are avoiding, and one you love doing which isn't productive.
5. There's this thing called the _____ (2) We never seem to get any better at _____ (2) in the future and how long things will take us.
6. Wow! What a long time! And talking about time – ours is _____ (2) – let's go back to today's question.
7. Franklin was a leading author, printer, _____ (2) , _____ (1) , freemason, postmaster, _____ (1) , inventor, _____ (2) , statesman, and _____ (1) .

“You may delay, but time will not?” – What does this mean?

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Present Continuous Tense for Future Plans

We use the **present continuous tense** to talk about things we plan to do in the future.

We usually include **time expressions** to show when we plan to do things.

Structure

○ S+ is/am/are + V1 (-ing)

Affirmative	Negative	Interrogative
<ul style="list-style-type: none">• We're going shopping <i>this afternoon</i>.• I am meeting a friend for lunch <i>tomorrow</i>.• They are playing football <i>on Saturday</i>.	<ul style="list-style-type: none">• I'm not working <i>tomorrow</i>. It's my day off.• I'm not cooking <i>tonight</i>. I'm eating out.	<ul style="list-style-type: none">• What are you doing <i>at the weekend</i>?• Are you coming to my party <i>tomorrow</i>?

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1. Using the Priority Matrix, talk about the plans that you are and you aren't doing at the following times:
 - tomorrow
 - next weekend
 - next week
2. This time, guess your teacher's plans by asking what s/he doing at the same times above.

More details: [Time Management Skills | SkillsYouNeed](#)

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What do the following **phrasal verbs** mean?

I'm afraid I can't meet you. Something has **come up**.

I'm sorry, but I have to **call off** tomorrow's meeting

Can we **bring forward** the meeting to Tuesday?

Let's **meet up** at the fountain at 4pm.

I'm afraid I'm **tied up** all weekend.

Can we **put off** the meeting to Friday?

So, I'll **pick you up** at 8pm then.

Are we still **on** for tomorrow night?

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Express

Yourself

1. Write about a time that you procrastinated including its consequences.
2. How much time do you think is acceptable to be wasted in a day?
3. What kind of distractions are the most difficult to say no to?
4. What are the benefits of **spacing out**, if there is any?
5. What are the activities that you think is better to be **slashed out** your daily routine?
6. What are the most **time-consuming** activities there are in your schedule?
7. How can technology help in making an individual more productive?
8. How would you feel if you had no way of telling the time - no clock, watch or other device?
9. Is there any valid excuse for being tardy?
10. What is your secret to working effectively and/or efficiently?
11. Do you feel that you have sufficient time to do everything you need every day? If not, how could you get more time?
12. Under what circumstances does time pass slowly and under what circumstances does it pass quickly?
13. What would you do if had more than seven days a week? more than 24 hours a day?

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Syllable Pyramid

Think of the some words that is related to and/or mentioned in this lesson according to the number of syllables asked in the pyramid. Start with the smallest number. Make sure to check your pronunciation including your stress-placing.

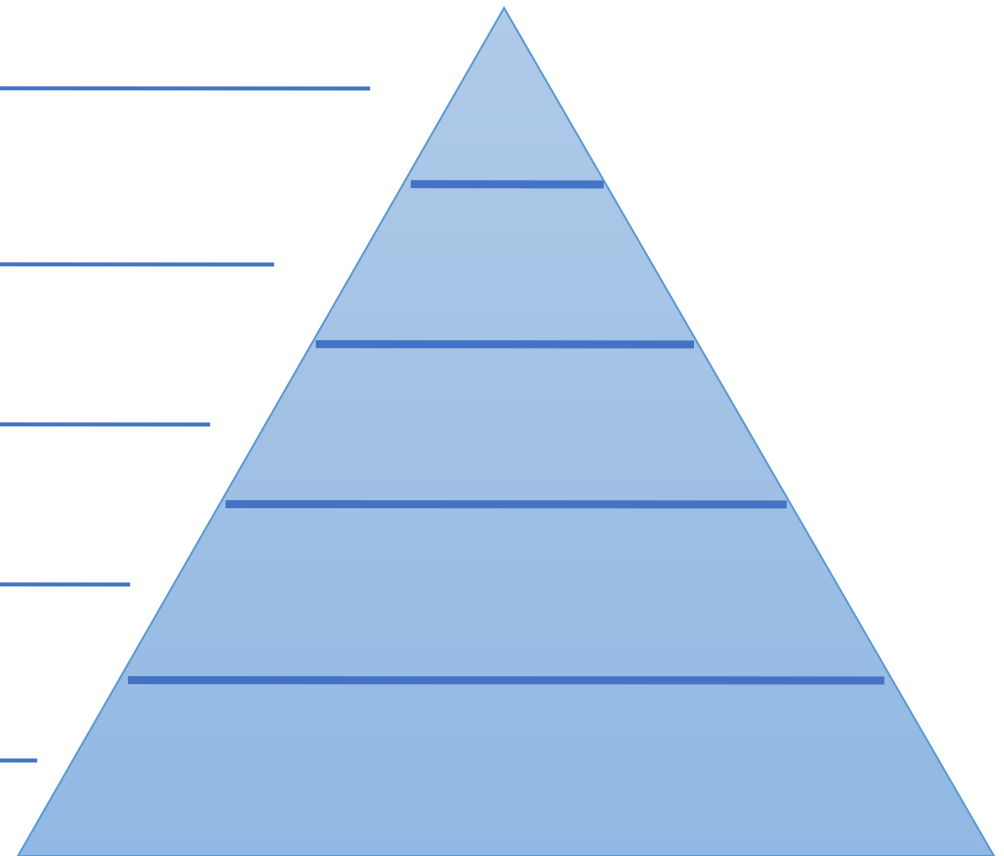
1 syllable

2 syllables

3 syllables

4 syllables

5 syllables



The End