



## Introduction to Time Management

Read the following text and answer the questions:

Effective time management is crucial for achieving success in all aspects of life. It involves prioritizing tasks, setting goals, and allocating time for each activity. By creating a personalized daily schedule, individuals can optimize their productivity, reduce stress, and improve their overall well-being.

1. What is time management, and why is it essential for daily life?

2. Can you think of three benefits of creating a personalized daily schedule?

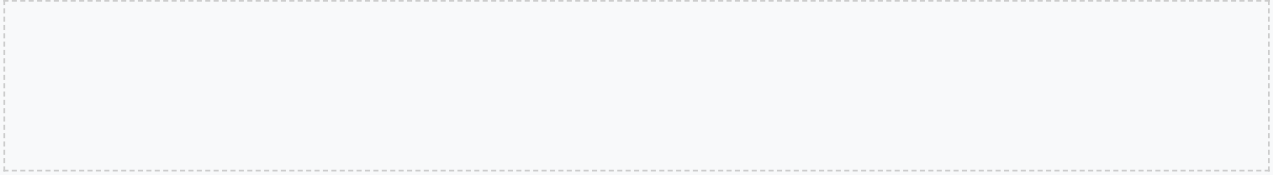
3. What are some common challenges people face when trying to manage their time?

## Creating a Personalized Daily Schedule

Use the following template to create your personalized daily schedule:

Time	Activity
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Consider your daily routine and schedule. What time of the day do you feel most productive?



## Role-Play Scenarios

*Practice the following conversations with a partner or in a small group:*

1. Imagine you are meeting a friend for coffee. Write a short script for the conversation:

2. Practice the conversation with a partner or in a small group. Reflect on your experience:

3. Think of a scenario where you need to discuss your daily schedule with a family member or roommate. Write a short script:

## Fluency Practice

*Describe your daily routine to a partner or in a small group. Use the following sentence stems:*

- I usually \_\_\_\_\_
- I always \_\_\_\_\_
- I never \_\_\_\_\_

*Listen to a native speaker discussing their daily schedule. Take notes on new vocabulary and phrases:*

*Practice using the new vocabulary and phrases in a short conversation:*

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## ELL/ESL Support

Match the following vocabulary words with their definitions:

- Prioritize
- Schedule
- Flexibility
- Self-care
- Role-play

Use the vocabulary words to complete the following sentences:

1. I need to \_\_\_\_\_ my tasks for the day.
2. My daily \_\_\_\_\_ includes time for exercise and study.
3. I like to have some \_\_\_\_\_ in my schedule for unexpected events.

Practice using the vocabulary words in a short conversation with a partner or in a small group:

## Reflection and Self-Assessment

### Individual Reflection:

1. What was the most surprising thing you learned today?

2. How will this learning change your actions in the future?

3. What questions do you still have about time management and fluency practice?

## Time Management Strategies

Read the following text and answer the questions:

Effective time management involves prioritizing tasks, setting goals, and allocating time for each activity. The Pomodoro Technique is a popular method that involves working in focused 25-minute increments, followed by a 5-minute break. This technique can help individuals stay focused and avoid burnout.

1. What is the Pomodoro Technique, and how can it be used to improve time management?

2. Can you think of three benefits of using the Pomodoro Technique?

3. What are some common challenges people face when trying to implement the Pomodoro Technique?

## Creating a Study Schedule

Use the following template to create a study schedule:

Day	Time	Subject

Consider your study goals and schedule. What subjects do you need to focus on?

## Fluency Practice

*Practice the following conversations with a partner or in a small group:*

1. Imagine you are discussing your study schedule with a friend. Write a short script:

2. Practice the conversation with a partner or in a small group. Reflect on your experience:

3. Think of a scenario where you need to ask for help with a difficult subject. Write a short script:

## Role-Play Scenarios

*Practice the following role-play scenarios with a partner or in a small group:*

1. Imagine you are a teacher, and you need to explain a difficult concept to a student. Write a short script:

2. Practice the role-play with a partner or in a small group. Reflect on your experience:

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3. Think of a scenario where you need to discuss a project with a team member. Write a short script:

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Practice using the vocabulary words in a short conversation with a partner or in a small group:

## Reflection and Self-Assessment

### Individual Reflection:

1. What was the most challenging part of this lesson for you?

2. How will you apply what you learned in this lesson to your future studies?

3. What questions do you still have about time management and fluency practice?

## Case Study

*Read the following case study and answer the questions:*

Emily is a college student who is struggling to manage her time effectively. She has a part-time job, is taking a full course load, and is also involved in several extracurricular activities. Despite her busy schedule, Emily finds herself procrastinating and falling behind on her assignments.

1. What are some potential solutions that Emily could use to improve her time management skills?

2. How could Emily prioritize her tasks and allocate her time more effectively?

3. What are some potential consequences of Emily's procrastination and poor time management?

## Group Discussion

*Discuss the following questions in a small group:*

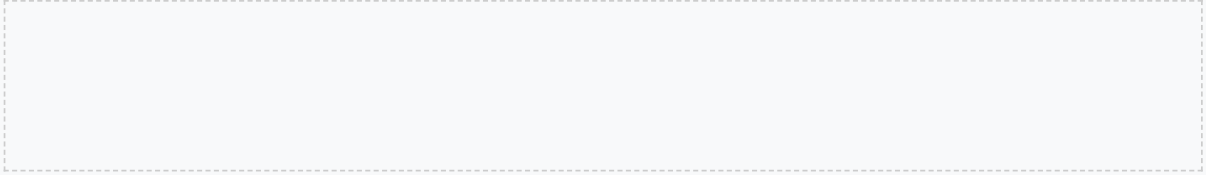
1. What are some common challenges that students face when trying to manage their time effectively?

2. How can students prioritize their tasks and allocate their time more effectively?

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3. What are some potential consequences of poor time management, and how can students avoid them?





## Fluency Practice

*Practice the following conversations with a partner or in a small group:*

1. Imagine you are discussing your time management strategies with a friend. Write a short script:

2. Practice the conversation with a partner or in a small group. Reflect on your experience:

3. Think of a scenario where you need to ask for help with a difficult task. Write a short script:

## Role-Play Scenarios

*Practice the following role-play scenarios with a partner or in a small group:*

1. Imagine you are a manager, and you need to discuss a project with a team member. Write a short script:

2. Practice the role-play with a partner or in a small group. Reflect on your experience:

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3. Think of a scenario where you need to negotiate a deadline with a client. Write a short script:

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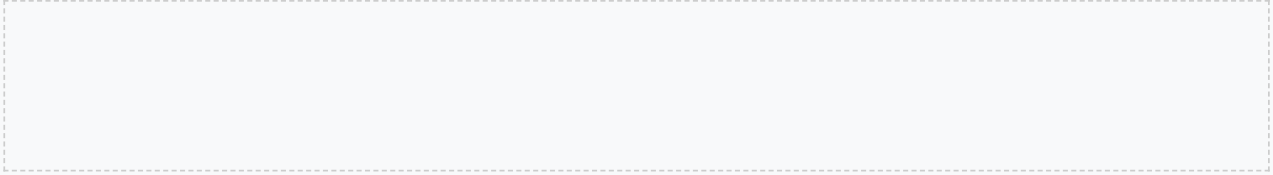
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