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# Priorities – time management

## Task 1 - review

1. **Complete the table:**

|  |  |  |
| --- | --- | --- |
| adjective | comparative | superlative |
| fast |  |  |
| big |  |  |
|  | heavier |  |
|  |  | the cleverest |
| important | +  - | +  - |

1. **Complete these sentences:**
2. Klaus has worked here longer \_\_\_\_\_\_\_\_\_\_\_\_ Ralf.
3. My new department isn’t \_\_\_\_\_\_ busy \_\_\_\_\_\_\_ my old department.
4. For me, job satisfaction is \_\_\_\_\_\_\_\_\_\_\_\_ important \_\_\_\_\_\_\_\_\_\_ anything.
5. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ important thing to me is job satisfaction.
6. **And these:**
7. I prefer \_\_\_\_\_\_\_\_\_\_\_\_\_ (work) with my hands to \_\_\_\_\_\_\_\_\_\_\_ (sit) at a desk.
8. I’m not too keen \_\_\_\_\_\_\_\_\_ admin, but it has to be kept up to date.
9. I’d rather work on the shop floor \_\_\_\_\_\_\_\_\_\_ in an office.

# Task 2

Make a note in the box below of the tasks you have to perform in your job:

# Task 3

Put your activities from Task 2 into four categories, as shown by your trainer.

# Task 4

Using the language from Task 1, discuss your results with a partner.

* What task did you put in each box? Why?
* Is there a difference between what should go in the box (the ideal) and what is actually in your box (the reality)? What could you change?
* Can tasks move from one box to another? What factors can cause this?

### Trainer Notes

This exercise is a chance to get participants to discuss how they prioritize their work while practicing a language point that is often difficult for them to remember. (It’s also a crafty way of getting hints on time management!)

## Task 1 – review

This is a review rather than an introduction, so it’s meant to be pretty short.

If you see that they need more time on it, it’s an easy language point to improvise. E.g. Get them to brainstorm a few adjectives that are important in their work, fit them into the table, then create sentences with them.

# Task 3

For this one, draw a big square on the board. It’s called the Eisenhower Diagram, and is separated into 4 categories, to visualize time management priorities. Get participants to give a couple of suggestions for each box. If they’re slow getting going, put in a couple of examples of your own.

|  |  |  |
| --- | --- | --- |
|  | not urgent | urgent |
| I****MPORTANT**** | **B-Tasks**  **(things with deadline that you have time to prepare for, e.g. materials development)** | **A-Tasks**  **(things you have to do yourself at once, e.g. some OJT)** |
| NOT IMPORTANT | **D-Tasks**  **(trivia, stuff you can bin)** | **C-Tasks**  **(things like some meetings, or interruptions)** |

# Task 4

Make sure you have plenty of time for this, as it’s their chance to put it all together.

Using the language from Task 1, discuss your results with a partner.

* What task did you put in each box? Why?
* Is there a difference between what should go in the box (the ideal) and what is actually in your box (the reality)? What could you change?
* Can tasks move from one box to another? What factors can cause this?