

Mastering Time Management Strategies

Date: May 3, 2026 Topic: Time Management Strategies Are you struggling to use your time effectively? This...

LEARNING OBJECTIVES

- Identify and apply effective strategies for prioritizing daily tasks and responsibilities.
- Correctly use verb patterns with gerunds and infinitives in professional contexts.
- Discuss methods to increase productivity and avoid emotional and physical burnout.

VOCABULARY

Word	Definition	Example
productivity (noun)	The rate at which a person or company does useful work.	<i>Turning off my phone notifications greatly increased my productivity.</i>
burnout (noun)	State of emotional, physical, and mental exhaustion caused by excessive stress.	<i>Working twelve hours every day eventually led to severe burnout.</i>
prioritize (verb)	To treat something as being more important than other things.	<i>You need to prioritize your health over your extra office work.</i>
procrastination (noun)	The action of delaying or postponing something.	<i>His procrastination meant he had to stay up all night to finish the project.</i>
deadline (noun)	The latest time or date by which something should be completed.	<i>The deadline for the final report is Friday at noon.</i>
efficiency (noun)	The ability to achieve a goal with little to no waste of time or energy.	<i>New software was installed to improve the efficiency of the warehouse.</i>
multitasking (noun)	The performance of more than one task at the same time.	<i>Multitasking during a meeting can make you lose focus on the speaker.</i>
delegate (verb)	To entrust a task or responsibility to another person.	<i>A good manager knows how to delegate tasks to their team members.</i>

GRAMMAR & KEY CONCEPTS

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Gerunds and Infinitives

In English, some verbs are followed by the gerund (-ing), while others are followed by the infinitive (to + verb). This is a fixed pattern that must be memorized.

- *Verbs + Gerund: avoid, enjoy, suggest, finish, keep.*
- *Verbs + Infinitive: decide, manage, want, hope, plan.*
- *Prepositions + Gerund: after, before, instead of, interested in.*

READING PASSAGE

In today's fast-paced world, many adults struggle to maintain high levels of **productivity** without feeling overwhelmed. The pressure to succeed often leads to a cycle of stress that can eventually result in **burnout**. To avoid this, it is essential to learn how to **prioritize** tasks based on their importance and urgency. One of the biggest obstacles to success is **procrastination**, the act of delaying tasks until the last minute. When we wait too long, we often miss a critical **deadline**, which creates even more anxiety. To improve your personal **efficiency**, you should focus on completing one task at a time. While many people believe that **multitasking** is a helpful skill, research suggests it actually slows us down and reduces the quality of our work. Instead of trying to do everything yourself, it is often better to **delegate** minor responsibilities to others. This allows you to focus on high-level goals that require your specific expertise. By making conscious choices about how you spend your hours, you can achieve a better work-life balance. Learning to say no to unimportant requests is a vital part of this process. Remember that managing time is not just about doing more work; it is about doing the right work at the right time. If you can master these strategies, you will find that you have more energy for your personal interests and family, leading to a more fulfilling and sustainable lifestyle.

PRACTICE EXERCISES

1. I decided _____ a new time management app yesterday.

A) downloading

B) to download

C) download

2. He suggested _____ the meeting until next Monday.

A) to postpone

B) postponing

C) postpone

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3. If you want to avoid _____, you should take regular breaks.

A) productivity

B) burnout

C) efficiency

4. She is very good at _____ her tasks every morning.

A) prioritize

B) to prioritize

C) prioritizing

5. I stopped _____ (work) at 5 PM to go to the gym.

6. We managed _____ (finish) the project before the midnight deadline.

7. You should avoid _____ (multitask) if you want to produce high-quality work.

8. A manager's job is to _____ tasks to the right employees.

9. Constant _____ can lead to missed deadlines and increased stress.

10. I look forward to _____ (hear) your feedback on the new schedule.