



Mastering Time Management Strategies

Practical tools to prioritize tasks, avoid burnout, and boost your daily productivity.

NAME:

DATE:

INSTRUCTIONS

Lesson Overview

Effective time management is a skill that can be developed. Today, we will explore how to prioritize your workload, recognize the signs of burnout, and use specific grammar structures to discuss your habits. Watch the provided video clip, then complete the exercises to refine your planning techniques.



Strategy Classification

Categorize the following time management techniques based on their primary purpose.

Strategy	Primary Goal	Difficulty (1-5)
Pomodoro Technique	----- ----- -----	----- ----- -----
Eisenhower Matrix	----- ----- -----	----- ----- -----
Time Blocking	----- ----- -----	----- ----- -----
Delegation	----- ----- -----	----- ----- -----

 **Summary: The Science of Productivity**

Fill in the blanks using the word bank provided below.

prioritize

multitask

maintain

avoid

productive

To manage your time effectively, you must first learn to _____ your tasks. Many people struggle because they attempt to _____ too many things at once. By using the Pomodoro technique, you can _____ your focus and _____ burnout. Remember that being busy is not the same as being _____.

 **Quick Review: Verb Patterns**

Complete the sentences using either the gerund (-ing) or the infinitive (to + verb) form.

I have decided (start) _____ a new schedule.

I enjoy (plan) _____ my week on Sundays.

You should avoid (procrastinate) _____ on big projects.

He needs (finish) _____ the report by noon.

✓ True or False?

Read the statements about time management and decide if they are true or false.

1 Multitasking is generally considered the most efficient way to work.

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2 Prioritizing tasks helps reduce stress and prevents burnout.

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3 Taking short, scheduled breaks can actually increase your total output.

 T F

4 Time management is a fixed personality trait that cannot be improved.

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