



The Good and the Bad – Time Management Tips

In this activity, you will review several time management tips. Your task is to decide whether these tips are helpful or not, and then match each tip with the correct meaning below.

Time Management Tips

- Prioritize the most important tasks
- Avoid interruptions and distractions
- Always put off the most unpleasant tasks
- Delegate unimportant tasks
- Try to get the most unpleasant tasks out of the way first
- Postpone tasks that you don't need to do today
- Try to catch up on overdue tasks at the end of the week
- Always aim for perfectionism

Match the Phrases to Their Meanings

Things that stop you from continuing to speak or do something, for example, people asking questions or the phone ringing:

Answer: _____

Try to do everything 100% correctly:

Answer: _____

Delay until a later time or date (phrasal verb):

Answer: _____

Decide which tasks are the most important so that you can do them first:

Answer: _____