**WS 1: Time Management Skills** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Watch a video about time management by using the following link or scanning the QR code.  <https://www.youtube.com/watch?v=IcIIX5G5hjU>  Then answer the questions. | Qr code  Description automatically generated |

1. **Put the following in the right order. The first one has been done for you.**

|  |  |
| --- | --- |
|  | Create a To-Do list.  Tick the task when done.  Pick out tasks that are difficult.  Estimate the time needed for each task.  Calculate the total amount of time needed.  Award yourself when you can hit the target.  Order the tasks from the most important to the least important.  Break down a difficult task into small steps. |

(e.g. a ) 🡪 ( ) 🡪 ( ) 🡪 ( ) 🡪 ( ) 🡪 ( ) 🡪( ) 🡪 ( )

**B. Write the captions under the pictures below. The phrases in Part A can help you.**

|  |  |
| --- | --- |
| **Making My Video**   1. Watch video tutorials 2. Plan the content of the slides 3. Write a script 4. Record my script 5. Create my slides 6. Check my video 7. Upload my video | **My To-Do List**   1. ✓ Washing 🡨1 2. ✓ Television 🡨3 3. ✓ Make the Video 🡨2 |
|  |  |
| **My To-Do List**   1. (15 min) Washing 🡨1 2. (30 min) Television 🡨3 3. (60 min) Make the Video 🡨2 | **My To-Do List**   1. Washing 🡨1 2. Television 🡨3 3. Make the Video 🡨2 |
|  |  |

**Tips for time management**

**C. Fill in the blanks with suitable words.**

|  |
| --- |
| 1. Stay clear of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2. Find a great \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 3. Take \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 4. Don’t \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 5. Only use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the task.   6. Work to suit your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**D. Give short answers.**

1. Name some time thieves.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Suggest a great working place.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What can you do when you take breaks?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Setting goals**

|  |
| --- |
| You may like to revise how to set goals by watching the video here:  **S**pecific  **M**easurable  **A**chievable  **R**ealistic  **T**imely  <https://www.youtube.com/watch?v=XpKvs-apvOs>  Qr code  Description automatically generatedOr scan the QR code:  I will provide \_\_\_\_\_\_\_\_ solutions to the problem.  I will finish my project by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

**My To-Do List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What to do | Deadline | How much time is needed | Date to start | Done  (Put a tick) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**My Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| **Submit research notes to OneNote 🡪**  **Self-evaluation 🡪**  **Submit research notes to OneNote 🡪**  **Self-evaluation 🡪**  **Submit research notes to OneNote 🡪**  **Self-evaluation 🡪**  **Submit the written report & mini project🡪** | **12** | April, 2021 |  |
| **13** |
| **14** |
| **15** |
| **16** |
| **17** |
| **18** |
| **19** |
| **20** |
| **21** |
| **22** |
| **23** |
| **24** |
| **25** |
| **26** |
| **27** |
| **28** |
| **29** |
| **30** |
| **1** | May, 2021 |
| **2** |
| **3** |
| **4** |
| **5** |