



THIS WEEK'S TOPIC

# TIME MANAGEMENT



# QUICK CHAT POLL

1. Do you usually finish your homework on time?
2. Are you an early bird or a night owl?
3. What's the most time-consuming activity in your day?

# VOCABULARY

- Deadline – The latest time or date by which something must be finished.

Example: The deadline for our project is Friday.

- Procrastinate – To delay doing something that needs to be done.

Example: I always procrastinate and start my homework very late.



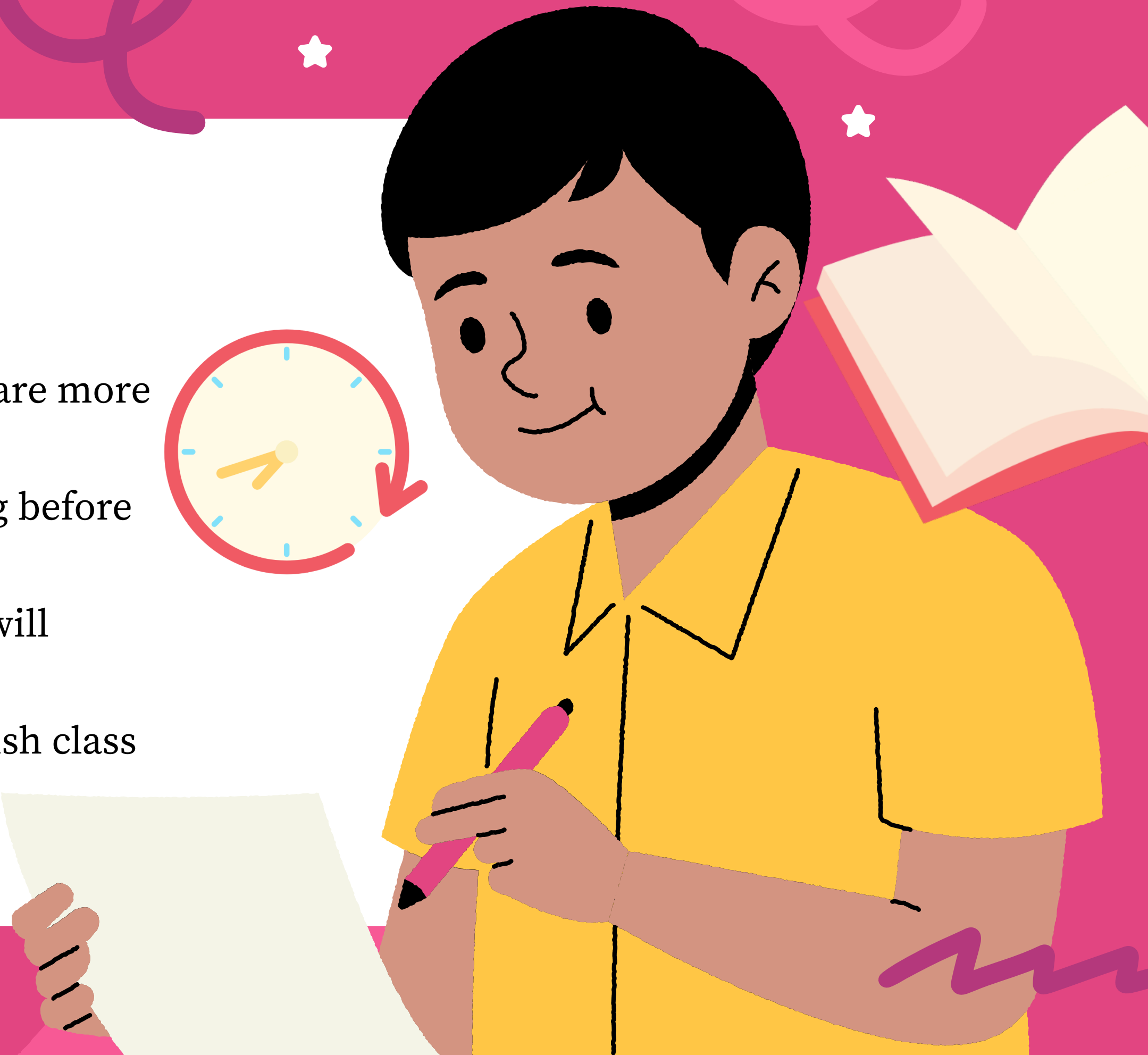
# VOCABULARY

- Prioritize – To decide which things are more important and do them first.

Example: You should prioritize studying before playing games.

- Schedule – A plan for when things will happen.

Example: My schedule says I have English class at 4 p.m.





## VOCABULARY

- Productive – Doing a lot of useful work;  
Unproductive – Not doing much useful work.

Example: I was very productive this morning and finished all my tasks.

- Multitasking – Doing more than one thing at the same time.

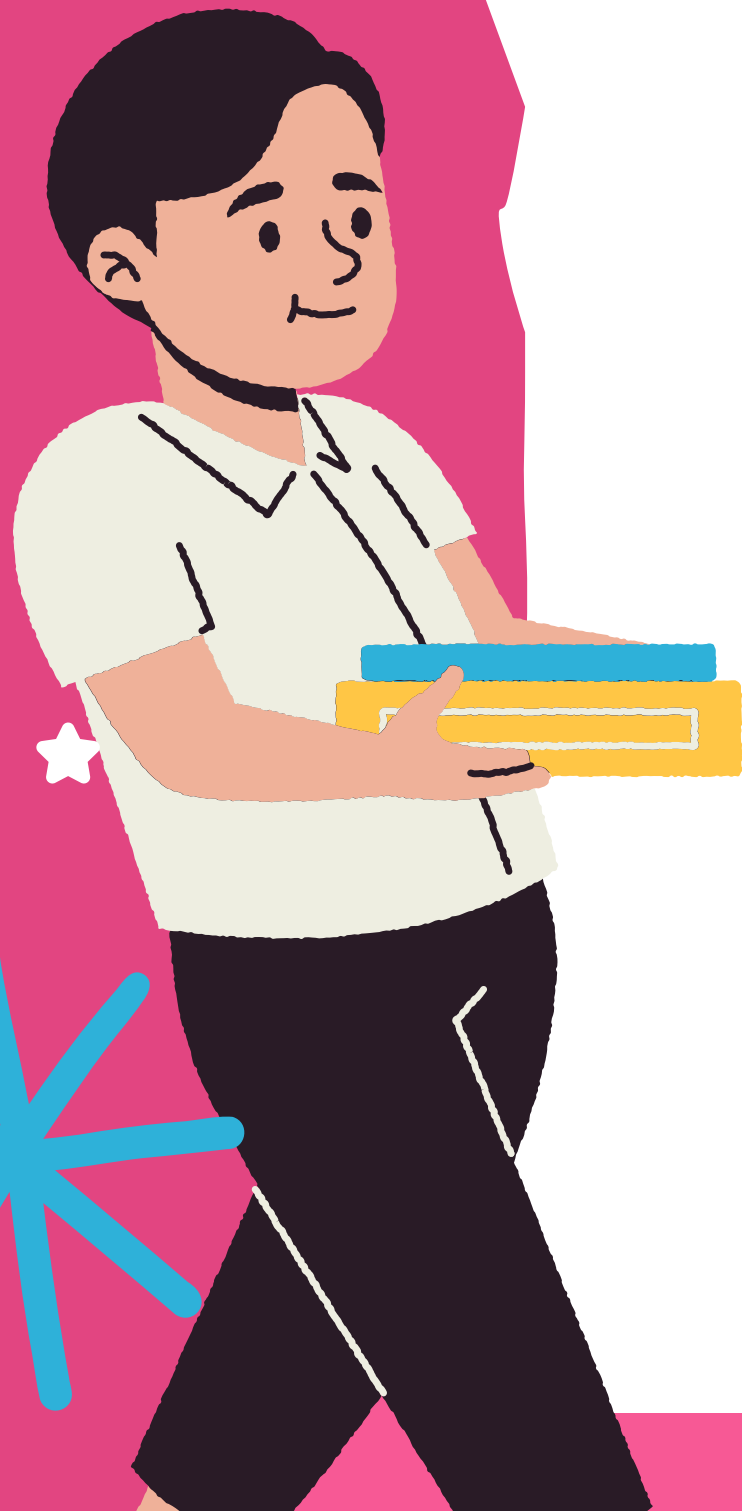
Example: She is good at multitasking and can cook while talking on the phone.



# MATCHING GAME

- Deadline
- Procrastinate
- Prioritize
- Schedule
- Productive
- Unproductive
- Waste time
- Save time
- Multitasking


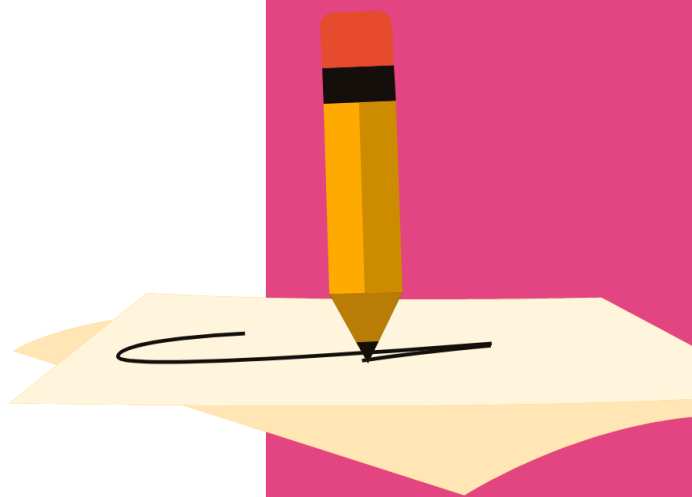
- A. To plan which tasks are most important and do them first.
- B. Doing more than one thing at the same time.
- C. The latest time or date when something must be done.
- D. Using time in a good way to finish things quickly.
- E. Using time on things that are not useful.
- F. A plan showing when things will happen.
- G. Not doing much useful work.
- H. Doing a lot of useful work.
- I. To delay doing something important.

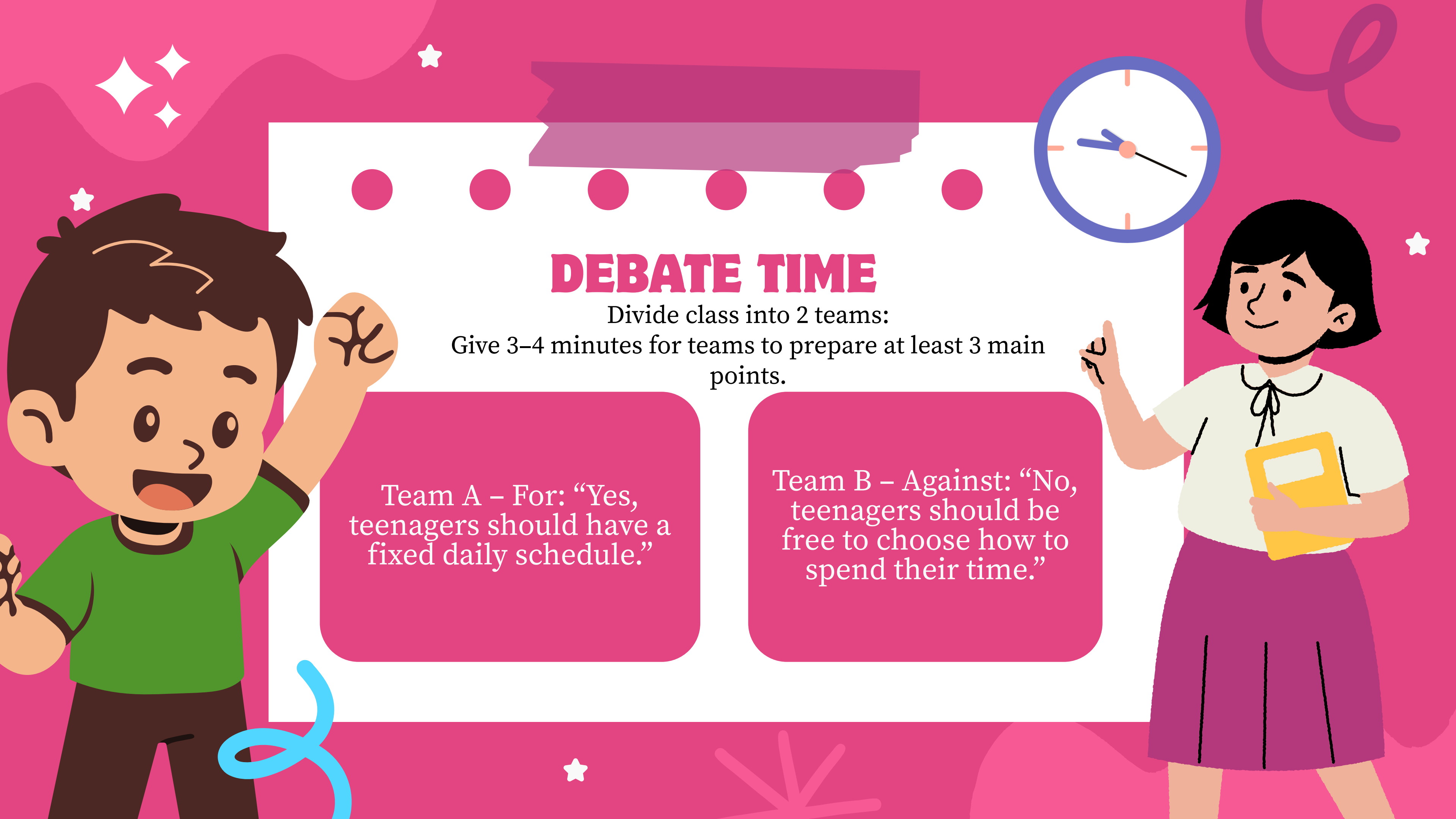




# PROBLEM SOLVING

“You have school from 8 am to 3 pm. You also have homework, a hobby, and want to spend time with friends. Plan your day to be productive but still have free time.”

- ★ Students work in groups to create a daily schedule.
  - ★ Explain why they made certain time choices.
  - ★ Present schedule to class.
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## DEBATE TIME

Divide class into 2 teams:  
Give 3–4 minutes for teams to prepare at least 3 main points.

Team A – For: “Yes, teenagers should have a fixed daily schedule.”

Team B – Against: “No, teenagers should be free to choose how to spend their time.”



# THANK YOU

For Participating!