

A background image showing a business meeting. Two people are seated at a wooden table. One person is holding a pen and looking at a laptop screen displaying charts and graphs. The other person is holding a pen and looking at a notepad. A coffee cup is on the table. The image is overlaid with a teal and dark blue geometric design.

# NEW BUSINESS ENGLISH 6

## Lesson 3

### Time Management



# LEARNING GOALS

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- ◆ Sharing Your Personal Experience

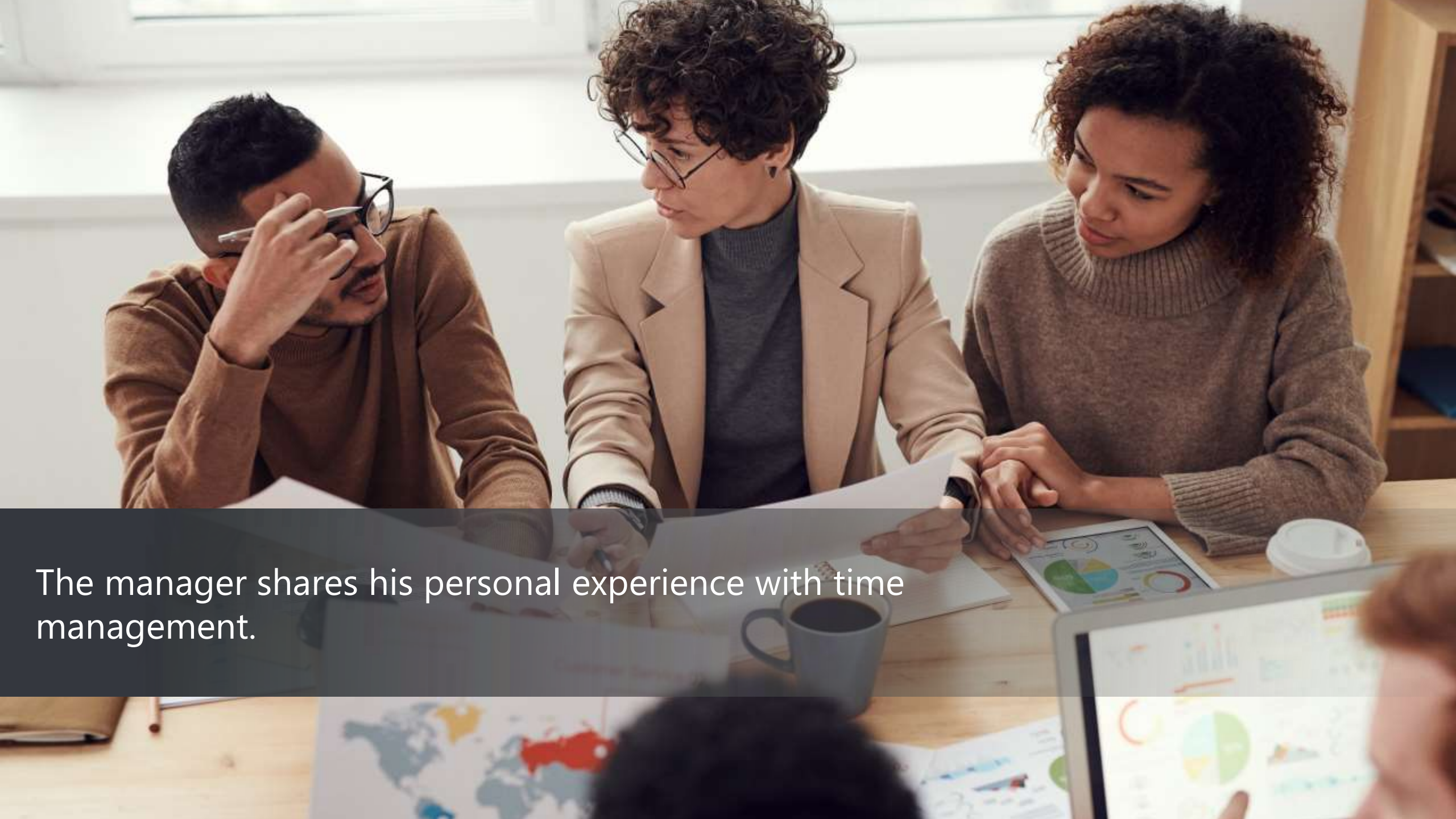


# Warm-up

- ◆ How strict is your country with time?
- ◆ What are the disadvantages of bad time management?







The manager shares his personal experience with time management.

**Manager:** As to effectively manage time, I'd like to share my experience with you. I used to be **overwhelmed** with the heavy workload and I was stressed out. Later, I started writing down task deadlines or setting my own deadline to prioritize the most important tasks. In this way, I never feel **out of control**. To avoid being **plagued** by the deadlines **piling up**, I recommend that you make a to-do list and keep it up-to-date. You can either mark or cross off those that you've completed. You can also set reminders for yourself on your computer which will help you cope with schedules and deadlines.

**Bella:** Those are indeed great techniques. Thank you for sharing them with us.

## Role-play

Read the dialogue and answer the questions.

**Manager:** As to effectively manage time, I'd like to share my experience with you. I used to be overwhelmed with the heavy workload and I was stressed out. Later, I started writing down task deadlines or setting my own deadline to prioritize the most important tasks. In this way, I never feel out of control. To avoid being plagued by the deadlines piling up, I recommend that you make a to-do list and keep it up-to-date. You can either mark or cross off those that you've completed. You can also set reminders for yourself on your computer which will help you cope with schedules and deadlines.

**Bella:** Those are indeed great techniques. Thank you for sharing them with us.

### ∴ How to Share Your Personal Experience ?

Four components to sharing one's personal experience (e.g. time management issues):

#### 1 - Introduction

- Introduce a past struggle that is similar to the one the listener is currently experiencing.

#### 2 - Example

- Give an example of how you overcame that particular challenge.

#### 3 - Feelings

- Describe how you felt after dealing with/ resolving those difficulties.

#### 4 - Benefits

- Discuss the advantages that the listener would gain from implementing those solutions.

## ∴ Example of a Shared Personal Experience

### 1 - Introduction

### 2 - Example

### 3 - Feelings

### 4 - Benefits

“

As to effective time management, I'd like to share my experience with you. I used to be overwhelmed with the heavy workload and I was stressed out. Later, I started writing down task deadlines or setting my own deadline to prioritize the most important tasks. In this way, I never feel out of control. To avoid being plagued by the deadlines piling up, I recommend that you make a to-do list and keep it up-to-date. You can either mark or cross off those that you've completed. You can also set reminders for yourself on your computer which will help you cope with schedules and deadlines.

”



# Oral Practice

## Scenario:

One of your new colleagues struggled with time management. As a result, she couldn't keep up with her deadlines. Share your experience with her regarding time management.



## ∴ How to Share Your Personal Experience

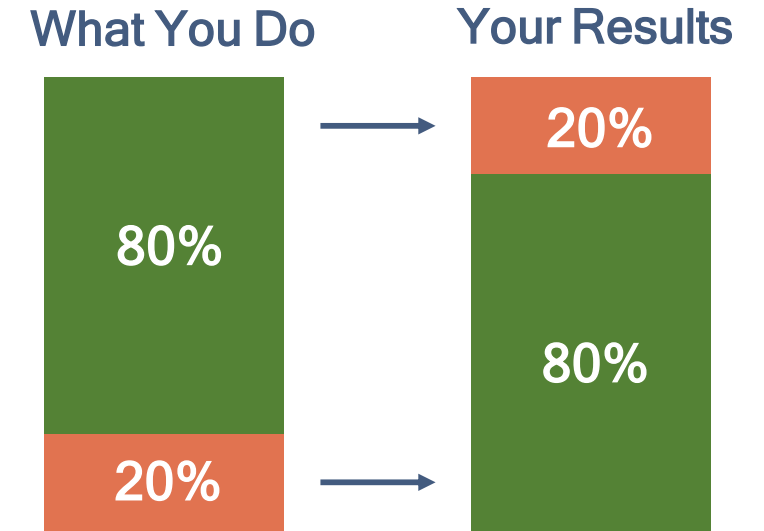
1. Introduction
2. Example
3. Feelings
4. Benefits

# The 80-20 Rule of Time Management

The 80-20 rule, also known as the **Pareto Principle**, is a familiar saying that asserts that 80% of outcomes (or outputs) result from 20% of all causes (or inputs) for any given event.

## Examples of Pareto Principle at Work:

- The top **20% of investors** own **80% of company's assets**.
- **20% of your clients** are responsible for **80% of your business**.
- The most focused **20% of your effort** goes toward **80% of your work**.



20% of what you do leads to 80% of your results.

**Do the 20% that matters and forget the rest.**



1. *What is the 80-20 rule used for in business?*
2. *What does the 80-20 rule determine?*

# Overview

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## Keywords and expressions:

*overwhelm/ plague*  
*piling up/ out of control*

## *Sharing Your Personal Experience:*

- 1. Introduction*
- 2. Example*
- 3. Feelings*
- 4. Benefits*

*Made by Leras*  
*Proofread by Garcia*

