



UNIT 1

Time Management

PART ONE

Vocabulary

tardy	(~ in doing sth.) slow to act, move or happen
savor	to enjoy a feeling or an experience thoroughly
shave	to cut a small amount off a price, etc.
errand	a job that you do for sb. and involves going somewhere to take a message, buy sth., deliver goods, etc.
judicious	careful and sensible; showing good judgment
strategy	a plan that is intended to achieve a particular purpose
aftermath	the unpleasant consequence or after-effect of a significant event
triathlon	a sporting event in which people compete in three different sports, usu. swimming, cycling and running
mentor	to advise or train sb., esp. a younger colleague
elastic	able to change or be changed, flexible and adaptable
accommodate	to provide enough space for sb./sth.
priority	sth. that you think is more important than other things and should be dealt with first
equivalent	a person or thing that is equal to or corresponds with another in value, amount, function, meaning, etc.
payroll	a list of a company's employees and the amount of money they are to be paid



intrigued	(~ to do sth.) very interested in sb./sth. and wanting to know more about them
scintillating	very clever, amusing and interesting
doable	able to be done
minimize	to try to make sth. seem less important than it really is
empower	to make (sb.) stronger and more confident, esp. in controlling his/her life and claiming his/her rights
putter	to move or go in a casual, unhurried way
meditate	to think deeply, usu. in silence, esp. for religious reasons or in order to make your mind calm
substitute	(~ for sb./sth.) a person or thing that you use or have instead of the one you normally use or have

PART TWO

Background information

Laura Vanderkam (1978–): She is an American speaker and writer, and has published several books on time management, productivity, work-life balance, and career development. Her articles regularly appear on *The New York Times*, *The Wall Street Journal*, *Fortune* and so on. In her book *I know How She Does It*, she shows how working mothers manage to make balance between careers, family lives and their own passions.

PART THREE

Warm-up questions

Discuss the following questions with your partner and then share your opinions with the whole class.

Do you have problems with managing your time effectively? If so, what are they?

PART FOUR

True or false statements

Watch the TED talk “How to Gain Control of Your Free Time” by Laura Vanderkam for the first time and decide whether the following statements are true or false.

1. As an expert of time management, Laura is always on time. ()
2. According to Laura, the idea that we save bits of time here and there, add it up so that we will finally get to everything we want to do is a good method for time management. ()
3. Time is highly elastic and it will stretch to make room for the activities we choose to put in it. ()
4. Laura believes that the key to time management is treating our priorities as things we must do. ()
5. A good way to figure out our priorities is to look backward and make a performance review of the past year. ()
6. Friday afternoons are the best time to consider putting our priorities into our schedules. ()
7. People usually work more hours than they claim they do. ()



PART FIVE

Questions

Watch the TED talk “How to Gain Control of Your Free Time” by Laura Vanderkam for the second time, answer the following questions, and then share your opinions with your partner or the whole class.

1. According to Laura, what are the wrong ideas concerning time held by most people? What are the drawbacks of those ideas?

2. What is the lesson drawn from the busy woman with a broken water heater?

3. For Laura, what is the key to time management? What are the steps of time management?

4. Have you learned any useful lessons from this speech? How will you manage your time effectively in the future?

5. What are your priorities for this semester? Please list your priorities for your study, your relationships, and yourself respectively, and try to break them down into doable steps.

PART SIX

Spot dictation

Listen to some audio clips and fill in the blanks with the words or phrases you hear.

1. When people find out I write about time management, they _____ two things. One is that I'm always on time, and I'm not. I have four small children, and I would like to blame them for my occasional _____, but sometimes it's just not their fault. I was once late to my own speech on time management. We all had to just take a moment together and _____ that _____.
2. And the idea is that we'll _____ bits of time off everyday activities, add it up, and we'll have time for the good stuff. I question the entire _____ of this piece, but I'm always interested in hearing what they've come up with before they call me. Some of my favorites: doing _____ where you only have to make right-hand turns.
3. I recently did a time diary project looking at 1,001 days in the lives of extremely busy women. They had _____ jobs, sometimes their own businesses, kids to care for, maybe parents to care for, community _____ —busy, busy people.
4. If you've ever had anything like this happen to you, you know it is a hugely damaging, _____, _____ mess. So she's dealing with the immediate _____ that night, next day she's got _____ coming in, day after that, professional cleaning _____ dealing with the _____ carpet. All this is being recorded on her time log. _____ taking seven hours of her week. Seven hours. That's like finding an extra hour in the day.
5. But I'm sure if you had asked her at the start of the week, "Could you find seven hours to train for a _____?" "Could you find seven hours to _____ seven worthy people?"
6. And what this shows us is that time is highly _____. We cannot make more time, but time will stretch to _____ what we choose to put into it. And so the key to time management is treating our _____ as the _____ of that broken water heater.
7. I mean, some people's lives are just harder than others. It is not going to be easy to find time to take that poetry class if you are caring for _____ children on your own. I get that. And I don't want to _____ anyone's struggle. But I do think that the numbers I am about to tell you are _____.



PART SEVEN

Sentence study

Read the following sentences and understand their meanings. Pay attention to the bold faced and italic words and phrases.

1. I was once late to my own speech on time management. We all had to just take a moment together and *savor* that *irony*.

2. We'll *shave* bits of time off everyday activities, *add it up*, and we'll have time for the good stuff.

3. If you've ever had anything like this happen to you, you know it is a hugely damaging, frightening, *sopping* mess. So she's dealing with the immediate *aftermath* that night.

4. All this is being recorded on her time log. *Winds up* taking seven hours of her week.

5. And what this shows us is that time is highly *elastic*. We cannot make more time, but time will stretch to *accommodate* what we choose to put into it.

6. And so the key to time management is treating our *priorities* as the *equivalent* of that broken water heater.

7. But the reason she was *unavailable* to speak with me is that she was out for a hike, because it was a beautiful spring morning, and she wanted to go for a hike. So of course this makes me even more *intrigued*.

8. And I don't want to *minimize* anyone's struggle. But I do think that the numbers I am about to tell you are *empowering*.

PART EIGHT

Reading

Read the following quotes and share with others your understanding of them.

1. Don't be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a week's value out of a year while another man gets a full year's value out of a week. (Charles Richards)

2. It's not enough to be busy, so are the ants. The question is, what are we busy about? (Henry David Thoreau)

3. Lost wealth may be replaced by industry, lost knowledge by study, lost health by temperance or medicine, but lost time is gone forever. (Samuel Smiles)



4. Time is really the only capital that any human being has, and the only thing he can't afford to lose. (Thomas Edison)

5. A wise person does at once, what a fool does at last. Both do the same thing; only at different times. (Baltasar Gracian)

6. One worthwhile task carried to a successful conclusion is worth half-a-hundred half-finished tasks. (Malcolm S. Forbes)

7. Time management is an oxymoron. Time is beyond our control, and the clock keeps sticking regardless of how we lead our lives. Priority management is the answer to maximizing the time we have. (John Maxwell)

8. Give me six hours to chop down a tree and I will spend the first four sharpening the axe. (Abraham Lincoln)

9. The way we spend our time defines who we are. (Jonathan Estrin)

10. Don't spend time beating on a wall, hoping to transform it into a door. (Coco Chanel)
