

## How to get control of your time.

Laura Vanderkam. How to get control of your time. TED talks [online], [dostęp 05 luty 2019], dostępny w Internecie:

[https://www.ted.com/talks/laura\\_vanderkam\\_how\\_to\\_gain\\_control\\_of\\_your\\_free\\_time](https://www.ted.com/talks/laura_vanderkam_how_to_gain_control_of_your_free_time)

### I Match the words with translations. There is one definition you do not need.

Dictionary: [www.diki.pl](http://www.diki.pl)

- |                              |                             |
|------------------------------|-----------------------------|
| 1. tardiness                 | A być z czymś na bieżąco    |
| 2. do the errands            | B bojler, grzejnik wody     |
| 3. keep track of             | C coroczna ocena pracownika |
| 4. aftermath                 | D odkurzać żaluzje          |
| 5. water heater              | E opieszałość, powolność    |
| 6. dust the blinds           | F trudności                 |
| 7. annual performance review | G sprawy do załatwienia     |
| 8. goal/aim/ purpose         | H następstwo, wynik         |
|                              | I cel                       |

### II Match the words with definitions. There is one definition you do not need.

- |                        |                       |
|------------------------|-----------------------|
| 1. demanding job       | A importance          |
| 2. to be (un)available | B easy                |
| 3. priority            | C difficult, hard     |
| 4. lack of             | D shortage of, none   |
|                        | E (not) to be present |

### III Watch the video on:

[https://www.ted.com/talks/laura\\_vanderkam\\_how\\_to\\_gain\\_control\\_of\\_your\\_free\\_time](https://www.ted.com/talks/laura_vanderkam_how_to_gain_control_of_your_free_time)

### IV Choose the correct answer.

1. What is the tip for saving time that is **not** funny for the speaker?
  - a) while driving- taking only right-hand turns
  - b) exercising while cooking
  - c) using microwave for a very short time
  
2. Time is highly.....  
A eclectic   B flexible   C excellent
  
3. The woman the speaker interviewed said that she would not do certain activities

because they were:

A not important enough   B boring   C difficult   D important

4. What is more beneficial according to the speaker: write ..... annual report or family holiday letter?

A last year   B this year   C next year

5. What is the best time to think about your goals and plans?

A Monday morning   B Saturday evening   C Friday afternoon

6. How many categories of goals should one think of?

A at least 3   B many   C 1

7. How many hours are there in a week?

A 177   B 140   C 168

8. "Even if we are busy we can find time for what....." says the speaker.

A makes   B matters   C misses

**V Watch the video at:**

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**and answer the questions:**

1. What is the title of Laura Vanderkam's book?

2. Who is Laura's client in the video?

3. What was the first thing Laura told her client to do?

4. How many hours did Katherine work a week?

5. When is she trying to find quality time for her daughter now?

6. What did she start doing in the evening?

**VI Write an email to a friend expressing your ideas on time management.**

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