

PREPARE FOR IELTS. TIME MANAGEMENT. TRANSCRIPT

1. How do you usually organize your time?

Well, work is always the priority, sadly, and everything else comes second. I prioritise the essential tasks and do those first.

2. Is it easy for you to manage your time?

Not really, because I'm snowed under with work so I'm usually firefighting and trying to deal with problems asap.

3. What is the hardest part about making plans?

Having a good work-life balance. I am a workaholic so I don't have a lot of time to schedule other stuff. I feel like I'm working 24/7.

4. What is the most recent plan that you made?

I catch up with my mates from school every year or so and we're going to a new Italian in town so that'll be good because I haven't seen them for ages.

5. Do you use any technology to help you manage your time?

Mainly for things that I'm likely to forget. I have a memory like a sieve so I put appointments like the dentist, meetings and so on in my phone calendar and set a reminder.

VOCABULARY

24/7 = all the time

a good work-life balance = the amount of time you spend working compared to the amount of time you spend with your family/doing things you enjoy

a new Italian = a new Italian restaurant

a workaholic = a person who works too much

ages = a long time

and so on = etc

asap = as soon as possible

essential tasks = important jobs

every year or so = about; approximately

I'm likely to = I might

mainly = mostly; usually

mates (informal) = friends

sadly = unfortunately

stuff = things

the priority = the most important thing

to be snowed under with (work/assignments) = to have too much to do

to catch up with = to find out what someone has been doing

to come second = to be less important

to deal with = to do something in order to solve a problem

to firefight = to spend time doing things that need to be done quickly (i.e. problems) rather than working in a calm, planned way

to have a memory like a sieve = to easily forget

to prioritise = to list things in order of importance

to schedule = to plan

to set a reminder = to set an alarm