



## 02 - VOCABULARY: TIME PHRASES



- 1 - Are you always **in a rush**, or do you **take your time**?
- 2 - Do you **spend your time** efficiently, or do you **waste time** and procrastinate important tasks – then stay up working until **ungodly hours**?
- 3 - It has **taken me ages** (*taken a very long time*), but I've finally adopted some **time-management** habits:
- 4 - Plan things **well in advance** and don't underestimate the **amount of time** things will take – otherwise you'll end up being a slave to your **grueling schedule**.
- 5 - Take care of **time-consuming tasks** (*things that take a lot of time*) on a day when you have no **pressing commitments** (*urgent things to do*).
- 6 - **Establish a timeline** for major projects, so that you don't **leave things to the last minute** and risk **running out of time**.
- 7 - Then, **stick to the schedule** and try to **get ahead** if possible. There's nothing worse than **falling behind** on a project with a **strict deadline**).
- 8 - Leave home and work a little earlier than normal to avoid **rush hour** (*the time when there is a lot of traffic because everyone is going to work or coming home from work*).
- 9 - Sleep for **eight solid hours** (*eight hours without interruption*) every night; you'll wake up with more energy.
- 10 - If you're working **from dawn till dusk** (*from the early morning to the late evening*) and you have little or no **spare time**.
- 11 - it could mean that you're overworked, and you should **cut back on your hours** (*reduce your working hours*) to **free up some time** (*make more time available*).