

**1. Answer the questions about the text.**

a) What was the conference about?

\_\_\_\_\_

b) Define "time management" in your own words.

\_\_\_\_\_

c) What is an example for urgent but not important task?

\_\_\_\_\_

d) Do you think you can manage your time well? Why / Why not?

\_\_\_\_\_



**2. Complete the sentences about the text.**

a) If you fail to manage your time, it damages your \_\_\_\_\_ .

b) You must understand the difference between \_\_\_\_\_ .

c) If you postpone going to the dentist, you may \_\_\_\_\_ .

d) Reading your emails or checking Facebook is \_\_\_\_\_ .

e) You mustn't ignore your \_\_\_\_\_ .