Time Management Vocabulary

B1 · Vocabulary · WORKSHEET

Name: _____ Date: _____

1. Choose the correct word.

Choose the word that fits.

1. I have to ___ the deadline. The report is due tomorrow.
   Choices: meet / waste / put

   Answer: _____

2. Don’t ___ off your homework until the last minute.
   Choices: put / make / take

   Answer: _____

3. I always make a ___ so I don’t forget my tasks.
   Choices: to-do list / deadline / distraction

   Answer: _____

4. Phones make me ___. I can’t focus.
   Choices: distracted / organized / focused

   Answer: _____

2. Complete the sentence.

Write one word.

1. You should set ___ and do the important things first.

2. I’m running ___ of time. Let’s hurry.

3. Take a ___ every hour so you don’t get tired.

4. I want a better work-life ___.

3. Your time.

Write about how you use your time.

1. Write what takes most of your time.

3. Your time. (continued)

2. Write a time problem you have.

3. Write one way to improve.