



MARIA L. ENGLISH
TEACHING SYSTEM
LEARN HAVING FUN!

How to be more productive at work

1. Read the quotes below. Do you agree or disagree with them? Why?

1. "Focus on being productive instead of busy." ~ Tim Ferriss
"The least productive people are usually the ones who are most in favor of
2. holding meetings." ~ Thomas Sowell
"Stressing output is the key to improving productivity, while looking to increase
3. activity can result in just the opposite." ~ Andrew Grove

2. Which of the factors listed below badly affect your productivity at work? Why?

- procrastination
- deadlines
- multitasking
- lack of a daily plan
- noise in your work environment
- email/message notifications

- meetings
- breaks
- cluttered desk or space
- interruptions from coworkers

3.Complete the gaps with the correct prepositions.

- a) Kyle takes his work seriously and is sensitive criticism.
- b) We need a system to keep track all our expenses.
- c) They are extremely fortunate to have such a professional as Richard charge.
- d) Pay attention what she's saying because she won't explain it a second time.
- e) The first few months he was running the company, Randy didn't really feel control.
- f) Remind me this conference because I'm likely to forget about it.
- g) She wanted her money to be used the benefit of poor children.

4. Watch the first video about productivity [https://youtu.be/J3adQtRXNBw] and while listening take notes about tips 1-3 (STUDENT A) and 4-5 (STUDENT B). Exchange information with your partner about these productivity tips.

- 1)
- 2)

- 3)
- 4)
- 5)

5. Discuss the questions.

- Which tips do you find useful?
- Which of them do you use in your job regularly?
- What are your own ways and methods of boosting productivity at work?

6.Add two more synonyms to the words in the boxes.

GOAL: objective	ACCOMPLISH: attain
FIGURE OUT: solve	MAJOR: significant

7.Discuss the questions.

- Do you ever use to-do lists at work or in your private life?
- How often do you write and update them?
- What aspects do you include on your to-do lists? Do you go into details or just note

- some general tasks?

8. Watch the second video [https://youtu.be/xCkEwbRaWBU] and answer the questions below.

a) What do most people do wrong when writing to-do lists?

.....

b) What is a stretch goal? What examples of such a goal did the speaker give?

.....

c) What are SMART goals?

.....

9. Read the text below and create your own to-do list with a stretch goal and at least five sub-goals. Make sure your sub-goals are SMART.

According to Charles Duhigg, an effective to-do list should consist of stretch goals and SMART goals. Stretch goals are large and ambitious, e.g. starting a company, while SMART goals are short-term, concrete steps required to achieve a stretch goal. Getting things done will be much easier when you have a stretch goal and several SMART goals connected to it.

SAMPLE TO-DO LIST

Start my own company (stretch goal)

a) choose a brand name fit for your business by the end of the week

b) register a web domain for your business on Monday

c) prepare a list of 5 possible locations for your business within 10 days

d)





MARIA L. ENGLISH
TEACHING SYSTEM
LEARN HAVING FUN!