



Teacher's Guide

Time Management & Productivity – Intermediate (B1-B2)

Canva Presentation Link: [🌐 Time Management & Productivity](#)

Editable Presentation Link: [🌐 Time Management & Productivity](#)

Editable Worksheet Link: [🌐 Student Worksheet: Time Management & Productivity](#)

Warm-up

Part 1. Students discuss the questions.

Part 2. Students read the quotes, choose one they connect with and explain why. Students then discuss the questions.

Vocabulary & speaking

Part 1. Students read the dialogues and guess the meaning of the words and expressions in bold.

doomscrolling – scrolling through negative or endless online content without stopping

mental load – the invisible burden of tasks, responsibilities, and mental to-do lists you carry daily

time block – plan your day by dividing time into fixed blocks

deep work – focused time with no distractions

switch off – disconnect from work and relax mentally

brain fog – feeling mentally slow or unclear

get my life together – make positive changes to feel more organised and in control again

digital clutter – having too many files, tabs, or notifications creating distraction

Part 2. Students finish the sentences with their own ideas.

Part 3. Students choose the expression that fits each situation best and explain why.

Suggested answers:

1. brain fog
2. time block
3. doomscrolling
4. switch off
5. digital clutter
6. deep work
7. mental load
8. get my life together

(Any reasonable answer is acceptable if explained.)

Part 4. Students look at the four pictures and discuss the questions.

Suggested answers:

1. doomscrolling/brain fog/switch off (lack of)
2. digital clutter/mental load/get my life together
3. time block/deep work
4. time block/deep work/switch off (from distractions)

(Any reasonable answer is acceptable if explained.)

Part 5. Students choose two situations and describe what they would do, using at least one expression in each answer.

Part 6. Students respond to each confession using one expression from the lesson.

Part 7. Students discuss the questions.

Reflection

Students complete the reflection sentence with their own idea.