

Time Management & Productivity

Intermediate (B1-B2)



WARM-UP

Part 1. Discuss the following questions.

1. Would you say you are a productive person? Why or why not?
2. Do you procrastinate sometimes? When?
3. What helps you stay productive on busy days?

Part 2. Read the quotes. Choose one you connect with and explain why.

"You can do anything, but not everything."

"Small steps lead to big changes."

"Your phone is a tool, not your boss."

Discuss:

- Which quote feels helpful?
- Do any feel unrealistic?



VOCABULARY & SPEAKING

Part 1. Read the dialogues below and guess the meaning of the words and expressions in bold.

1. "I tried to work, but I ended up **doomscrolling** for 40 minutes."
2. "My head feels full. The **mental load** is real today."
3. "I **time-blocked** my morning, and it actually helped."
4. "I did one hour of **deep work** and finished everything."
5. "I need an hour to **switch off** after work."
6. "I can't focus — total **brain fog**."
7. "I really need to **get my life together** this week."
8. "My laptop is full of **digital clutter**."

Part 2. Finish the sentences with your own ideas.

1. I usually **doomscroll** when...
2. One thing that increases my **mental load** is...
3. I should **time-block** my day when...
4. I want to try **deep work** by...
5. I **switch off** by...
6. I feel **brain fog** when...
7. I need to **get my life together** in...
8. My phone and laptop get full of **digital clutter** when...

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

1. Your mind feels slow and unfocused.
2. You want to plan your day more clearly.
3. You keep checking social media without thinking.
4. You need to disconnect after work.
5. You want to clean your phone and laptop.
6. You try to concentrate deeply without distraction.
7. You feel responsible for many things at once.
8. You want to restart your routines and feel organised.

Part 4. Look at the four pictures and discuss the questions.

Doomscroll

Mental load

Time-block

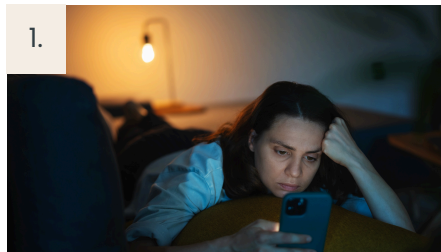
Deep work

Switch off

Brain fog

Get my life together

Digital clutter



1. Which expression fits each picture?
2. What made you decide?
3. Has this ever happened to you?

Part 5. Choose two situations and describe what you would do. Use at least one expression in each answer.

- You open Instagram “for one minute”... it becomes 20 minutes.
- Your friend says: “I can’t think straight today.”
- You decide to plan your day properly.
- You have too many tabs open.
- You try to work, but notifications keep popping up.



Part 6. Read the confessions. Give a natural reaction and use at least one expression from the lesson.

- "I make a to-do list... then ignore it."
- "I clean my room when I should be working."
- "I've said 'I'll start on Monday' for months."
- "Sometimes I check the fridge like it's a TV channel."

Part 7. Discuss the following questions.

1. When are you in "focus mode"?
2. What distracts you the fastest?
3. What helps you stay organised?
4. What's one thing you want to improve?

REFLECTION

Complete the following sentence with your own idea.

This week, one small change I want to try is...

