Part 1. Which of these jobs are on your to-do list right now? Which one have you been putting off the longest, and why?

Renewing a passport or ID card	Booking a dentist appointment
Cancelling a subscription you never use	Sorting out your taxes
Replying to emails you've been ignoring	Paying a bill
Backing up your phone	Returning something you bought online
Updating your CV	Changing your passwords
Getting something fixed at home	Going through a pile of paperwork

Part 2. Read the four types. Which one are you? Which one is someone you live with or know well? Which one would you like to be?

The Organiser *Colour-coded calendar, reminders for everything, never misses a deadline. Slightly smug about it.*	**The Last-Minute Hero** *Does everything the night before it's due. Somehow, it always works out in the end.*
The Ostrich *Hides scary letters in a drawer and buries their head in the sand, hoping the problem will go away.*	**The Delegator** *Gets a partner, parent or friend to sort it out, and offers to buy them dinner as a thank you.*

Part 3. Which of these are true for you? Choose two and tell the story behind them.

- I've got emails I've been meaning to reply to for weeks.
- I've paid for a subscription I completely forgot I had.
- I feel a real sense of relief when I finally tick something off.
- I've opened a letter, panicked and put it straight back in the envelope.
- I set reminders on my phone, and then ignore them.
- I'd rather do ten small jobs than one big, complicated one.

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Part 4. Discuss the questions.

- Who does most of the life admin in your home? Is it shared fairly?
- Do you keep on top of things, or do you let them pile up?
- What's the most boring admin job you've ever had to deal with?
- Have you ever missed a deadline or paid a fine because you forgot something?
- Is life admin easier or harder than it was for your parents' generation?

Part 5. Which would you rather do? Choose one in each pair and explain why.

Spend an hour on hold	*or*	fill in a ten-page form
Do all your admin on one day a month	*or*	do a little bit every day
Pay someone to do your taxes	*or*	do them yourself and save money
Sort it out over the phone	*or*	sort it out online with a chatbot
Open a scary-looking letter straight away	*or*	leave it until the weekend

Part 6. What would you do? Choose an option or come up with a better one.

You suddenly realise your passport runs out in three weeks, and you're flying abroad in a month.

1. *Drop everything and sort it out today.*
2. *Pay extra for the fast-track service.*
3. *Check the rules first. Maybe it's still valid for this trip.*
4. *Panic, then ask someone who's done it before.*

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You get an email saying you'll be charged £79 tomorrow for a yearly subscription you'd forgotten about.

1. *Cancel it immediately.*
2. *Let it renew. You might use it this year.*
3. *Cancel it, and ask for a refund if they still charge you.*
4. *Ignore it and deal with it later.*

The person you live with never does any of the household admin. You deal with all the bills, bookings and paperwork.

1. *Keep doing it. It's quicker than explaining.*
2. *Sit down together and split the jobs fairly.*
3. *Stop doing some jobs and see what happens.*
4. *Make a joke about it and hope they take the hint.*

Part 7. Do you agree, disagree or partly agree? Explain why.

- Life admin causes more stress than people admit.
- Apps have made admin easier, not harder.
- Schools should teach people how to deal with bills and taxes.
- If you can afford it, it's fine to pay someone else to do your admin.
- Most admin can wait longer than you think.
- In most homes, one person ends up doing all the admin.

Part 8. Choose three jobs from your own to-do list. Say when you'll do each one, how long it will take, and how you'll reward yourself afterwards.

Reflection

Complete the sentences in your own words.

1. The admin job I always put off is…
2. I keep on top of things best when…
3. One job I'm finally going to sort out is…

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