

Intermediate – Use lists to help you organise your time

<p>A. It's exam week at school. On Wednesday, Thursday, and Friday you have two exams each day (one in the morning and one in the afternoon). There is one hour after each morning exam for study. After school on each of those days, you have swimming practice, photography club, and a guitar lesson. On Saturday morning, you are taking your guitar exam. On Saturday afternoon, you are going to a fancy dress party and you need to get a costume and a present.</p> <p>Organise your week. It's now Tuesday.</p>	<p>B. You and your twin sister are having an end-of-exams party. The party is on Saturday night and the theme is technology. Your mum and dad say it's OK to have a party but you have to organise everything (decorate and organise the house, get party food and drinks, do the music and the tidying up after the party). You and your sister still have to do homework and the usual household chores.</p> <p>Organise your week. It's now Monday morning.</p>	<p>C. Your cousin is coming to stay with you at the weekend. Your cousin usually brings homework and comes with you to clubs, but this weekend, your cousin wants to go to London Zoo. Your cousin arrives on Saturday morning at 9.00am. Your cousin always stays in your room. but, at the moment, it's very messy because you are doing an art project for art club on Saturday afternoon. On Sundays, you usually do homework and help your dad in the garden.</p> <p>Organise your weekend. It's now Friday morning.</p>
<p>A. It's exam week at school. On Wednesday, Thursday, and Friday you have two exams each day (one in the morning and one in the afternoon). There is one hour after each morning exam for study. After school on each of those days, you have swimming practice, photography club, and a guitar lesson. On Saturday morning, you are taking your guitar exam. On Saturday afternoon, you are going to a fancy dress party and you need to get a costume and a present.</p> <p>Organise your week. It's now Tuesday.</p>	<p>B. You and your twin sister are having an end-of-exams party. The party is on Saturday night and the theme is technology. Your mum and dad say it's OK to have a party but you have to organise everything (decorate and organise the house, get party food and drinks, do the music and the tidying up after the party). You and your sister still have to do homework and the usual household chores.</p> <p>Organise your week. It's now Monday morning.</p>	<p>C. Your cousin is coming to stay with you at the weekend. Your cousin usually brings homework and comes with you to clubs, but this weekend, your cousin wants to go to London Zoo. Your cousin arrives on Saturday morning at 9.00am. Your cousin always stays in your room but, at the moment, it's very messy because you are doing an art project for art club on Saturday afternoon. On Sundays, you usually do homework and help your dad in the garden.</p> <p>Organise your weekend. It's now Friday morning.</p>

Reflection Point

It's a good idea to make a list of things you need to do during the week, and then decide which ones are more important than others. Making a list helps you to organise your time and not get stressed.