



## 1 Read and answer. 读关于时间管理的方法，回答问题。

1. What is the text about?
2. What do you think of the tips on time management?
3. Can you manage your time wisely?

It's the night before an important test. You feel nervous because there is so much to do. "If only I had started earlier!" you may think.

Does this sound familiar? If so, you need to get better at managing your time. Here are some tips.

Make a to-do list. Ticking items off after you have completed them is a good way of staying motivated. Your to-do list should be in order of importance.

Make it manageable. You can break the task into small parts if you've got a big assignment. Then you can decide how long you need to spend on each part, depending on the deadline.

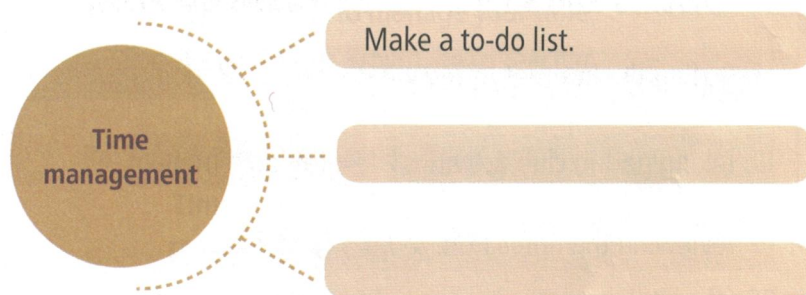
Plan your social time wisely. Do not be afraid to say "no" to invitations. It's important to relax and spend time with friends, but hanging out late into the night before an early morning lecture will do you no good.

Everyone can become better at managing time. Like everything else, it just takes practice!

if only 引导的句子常用虚拟语气，表示没有实现的愿望。

### Grammar in use

## 2 Read again and complete. 再读上文，填写下图。



## 3 Discuss and share. 讨论并分享你是如何管理时间的。

#### 4 Read and choose. 读时间管理矩阵，选出你认为分类不合适的事项。

With so many things to do every day, the most frequent question is: What should I do first? Time management matrix is a useful tool to help you prioritise tasks. Zhao Xi, a student, has divided her tasks into the four categories. Do you agree with her?

	Urgent	Not urgent
Important	<b>Urgent and important</b> <ul style="list-style-type: none"> <li>◇ doing today's homework</li> <li>◇ getting some physical exercise</li> </ul>	<b>Important but not urgent</b> <ul style="list-style-type: none"> <li>◇ preparing for final exams</li> <li>◇ reading books</li> </ul>
Not important	<b>Urgent but not important</b> <ul style="list-style-type: none"> <li>◇ collecting parcels from the post office</li> <li>◇ watching TV series</li> </ul>	<b>Neither urgent nor important</b> <ul style="list-style-type: none"> <li>◇ chatting with friends</li> <li>◇ playing online games</li> </ul>



#### Tip

time management matrix: 时间管理矩阵。用数学矩阵 (matrix) 把任务划分到四个象限中，用来管理时间。

#### 5 Discuss and share. 讨论并分享你的时间管理矩阵。

- 1 surfing the Internet to see what's new
- 2 doing sports
- 3 taking part in club activities
- 4 calling a friend
- 5 reviewing the notes from today's classes
- 6 developing skills for my chosen career...