

## FOUR TIMELY TIPS ... AND MORE



Do you feel that there isn't enough time to do all the things you'd like to do? Are you stressing out trying to fit in studies, homework, chores, exercise, hobbies, and time with friends? See if the four tips below might help you better use your time.

**Take care of yourself.** The rules are simple: Rest enough, eat wisely, and exercise sufficiently. You'll be more alert throughout the day and do better in your studies – as well as have energy for other activities.

**Organize yourself.** Don't live in a disaster area, going from crisis to crisis. Sort your things and arrange them in your room in the best way. Also, each week take time to list the things to be done in the coming week – and then plan each day from your weekly list. Don't forget to include time out for friends and fun.

**Set your priorities.** Only Superman can do everything he'd like to in a given day. So, first decide on your top priority for the day ahead. After that, list all the other important things. Finally, number the items in the order you feel they should be done – starting with the most important.

**Do what needs doing.** Now is the time for action. Every day, start working on your top priority – and stay with it. If you do nothing else, you'll have done what was essential. The next most important task becomes the first on your list for tomorrow.

Follow these tips and see if you don't have more time to do the things you want. Your only problem might be deciding what to do with all that extra time!

Finally, here is some more *timely wisdom*!

- Time is one of my most valuable assets.<sup>1</sup>
- Do not squander time, for that is the stuff life is made of.<sup>2</sup>
- Wasting time is stealing from oneself.<sup>3</sup>
- Lost time is never found again.<sup>4</sup>
- Lost, yesterday, somewhere between sunrise and sunset, two golden hours, each set with sixty diamond minutes. No reward is offered for they are gone forever.<sup>5</sup>
- Time is like money – the less we have of it to spare, the further we make it go.<sup>6</sup>
- Never put off till tomorrow what you can do today.<sup>7</sup>
- Procrastination is the thief of time.<sup>8</sup>
- A stitch in time saves nine.<sup>9</sup>
- Better late than never.<sup>10</sup>
- There is a time for all things.<sup>11</sup>
- Good things require time.<sup>12</sup>



Small numbers in superscript refer to quotation sources listed in the References.

### Discuss the questions

- Do you have enough time to do everything you need to do? Please comment.
  - What are some things that you would like to do, but can't fit in?
  - What things do you have to do tomorrow?
  - Which ones do you think are the most important?
  - What would your list of tasks for the week include?
  - Do you plan to test the four time tips in your life? How do you think they will work for you?
  - What other time-saving tips can you think of?
  - What do you think of saving time by spending less time watching TV, surfing the Internet, and playing video games?
- Discuss the meaning of each of the timely wisdom quotes. Do you agree with the quotes?  
Can you think of any other sayings or proverbs about time?



### Vocabulary

**asset** ['æset] n – something that one owns that helps one to be successful

**procrastination** [prəʊkræstɪ'neɪʃn] n – postponing things one should do, often because of not wanting to do them

**squander** ['skwɒndə(r)] v – to use in a foolish and wasteful way

## WEEKEND ACTIVITIES

Talk together about the following:

- What do you usually do on Friday evenings?
- How do you normally spend Saturdays?
- In what way do you generally spend Sundays?
- Which do you prefer: a quiet, relaxing weekend at home or doing something with others?
- Do you study (such as do homework or read for school) on the weekend?
- Do you or your family travel anywhere during the weekend?
- How often do you spend the whole weekend away, such as on an overnight trip?
- What special things might you do on long weekends?
- Do you have any obligations on weekends, such as a part-time job or a home responsibility?
- What did you do last weekend?
- What other ideas can you add to the list of weekend activities below?



## IDEAS FOR WEEKENDS

### OUTDOOR ACTIVITIES

roller-skating  
skateboarding  
fishing  
cycling  
throwing a frisbee  
horse riding  
star-gazing  
flying a model airplane  
go-karting  
mountain biking  
rock climbing  
canoeing  
taking photographs  
making a video

### ENTERTAINMENT

viewing a movie  
attending a concert  
going to a cinema  
seeing a play

### TIME WITH FRIENDS

going to a friend's house  
having a backyard  
sleepover  
having a party  
going out for dinner  
cooking outdoors  
having a picnic  
playing cards or board  
games  
playing video games  
playing pool or table  
tennis  
playing darts

### TRIPS

exploring the local area  
visiting a place of interest  
going to a theme park  
visiting a museum

### SERVICE OR JOB

volunteering in  
a community project  
visiting a sick person  
visiting a shut-in  
helping an elderly person  
visiting a children's home  
helping a parent with  
a special project  
babysitting  
getting a weekend job

### EDUCATION

exploring a new hobby  
learning a new skill  
attending an art or crafts  
class  
going to a workshop or  
seminar  
studying extra for the joy  
of learning  
enjoying a good book

