



### IN or WITHIN

Don't say: I'll be back in an hour. (If you mean before the end of an hour)

Say: I'll be back **within an hour**.

**! In** means **after the end of**, **within** on the other hand **before the end of**.

## TIME MANAGEMENT TIPS



- 1. Find out where you're wasting time:** What are your time-bandits?
- 2. Use time management tools:** A software program such as Outlook, lets you schedule events easily and can be set to remind you of events in advance. Or use a portable version – a diary with a daily planner.
- 3. Prioritize ruthlessly:** You should start each day with a session when you will prioritize the tasks for that day. Ask yourself: *How many of them do I truly need to accomplish today?*
- 4. Learn to delegate and/or outsource:** No matter how small your business/household is, there's no need for you to have a one-person show.
- 5. Establish routines and stick to them as much as possible.**

**time-bandits** – zloděj času  
**schedule** – rozvrh, plánovat  
**portable** – přenosný  
**ruthlessly** – nemilosrdně

**accomplish** – vykonat, splnit  
**outsource** – využít subdodavatele  
**delegate** – delegovat, pověřit

## VOCABULARY BUILDING – TIME



**time account** - termínový účet  
**time and again** - čas od času  
**time consuming** - zdlouhavý  
**time duration** - doba trvání  
**time estimate** - odhad času  
**time frame** - časový rámec  
**time is up** - čas vypršel; lhůta vypršela  
**time killer** - kratochvíle (pouhá)  
**time out** - oddechový čas  
**time to spare** - času nazbyt

## QUIZ: TEST YOUR KNOWLEDGE

Fill in a suitable word of a phrase in the blank space.

**schedule - ruthless – accomplish – time is up – portable**



- Do you think we should take a \_\_\_\_\_ television for our holiday?
- There are \_\_\_\_\_ frosts in Alaska.
- He is very happy, after several years of hard work he has finally \_\_\_\_\_ his goal.
- I am sorry I can't make it my \_\_\_\_\_ is full.
- End of the test. Put your pens down, \_\_\_\_\_.

KEY: 1. portable, 2. ruthless, 3. accomplished, 4. schedule, 5. time is up