

Activity: Time management quiz

When getting organised, one thing that can help students is to look at how they manage their time. Try this quiz with your students to see how organised they are when it comes to time management.

Level: Elementary / CEFR A2

Time: approx 15-30 minutes

How to use this lesson:

The lesson can be used for the whole class who can work in pairs. It can also be given for homework. Photocopy the Student's worksheet so each student has a copy.

1. Pre-teach any vocabulary from the quiz.
2. Ask students to discuss the questions in pairs, or discuss them as a group before selecting the answer most appropriate for themselves.
3. Ask them to check their scores using the points allocated to each answer. Tell them to add up the points to get a total.
4. Tell students to get their results from the 'Check your results' section by looking at the number range their score falls within.
5. Discuss the results as a class or students can do this in pairs. Ask them if they agree with the results they got.
Why? / Why not?

Quiz taken from Unit 4 of *Open Mind* Elementary and *openMind* 2nd edition Level 1.
Click [here](#) to see the whole lesson and download other samples*.

Teaching British English? Find out more about *Open Mind* at www.macmillanopenmind.com

Teaching American English? Find out more about the *Mind series* 2nd edition at www.macmillanmind.com

*The sample unit is taken from the *Life Skills* section of *openMind* 2nd edition, part of the *Mind* series

Activity: Time management quiz

1. When getting organised, one thing that can help you is to look at time. Try this quiz to see how organised you are when it comes to time management.

1 How do you feel about time?

- a) I never have enough time!
- b) Sometimes I don't have time to do everything, but usually it's OK.
- c) Time? I have lots of it!

2 Do you arrive on time for things?

- a) Yes, always.
- b) Sometimes, but not always.
- c) No, I'm always late!

3 Do you often have nothing to do?

- a) No, I'm always busy.
- b) Sometimes.
- c) Yes, I do.

4 How often do you check the time?

- a) I'm too busy to look at the clock!
- b) Never. I don't have a watch.
- c) Often. I like to know what time it is.

5 You have something important to do. How do you feel?

- a) I'm not worried because there's lots of time.
- b) Help! I have a thousand things to do today!
- c) Forget it. I can do it tomorrow.

6 How do you work or study?

- a) I just work until I finish.
- b) I take lots of breaks to watch TV and chat online.
- c) It's difficult! I never have time to finish my work or study.

2. Use the key to find your score, giving yourself the relevant number of points per answer:

- | | |
|----------------|----------------|
| 1. a 3 b 2 c 1 | 4. a 3 b 1 c 2 |
| 2. a 1 b 2 c 3 | 5. a 2 b 3 c 1 |
| 3. a 3 b 2 c 1 | 6. a 2 b 1 c 3 |

3. Now add up your points. How did you do?

My total _____

4. Check your results:

- 6 – 10 You have a lot of time – because you don't do important things! Manage your time better and you can achieve more.
- 11 – 15 You have a good attitude towards time. With a little time management, you can do even more.
- 16 – 18 You need to manage your time and give yourself time to relax!

Quiz taken from Unit 4 of *Open Mind* Elementary and *openMind* 2nd edition Level 1.