

New Year resolutions time management speaking

Warmer: New Year things in common

Try to find experiences, opinions, plans, etc related to these things that you share with each other:

- Xmas
- New Year's Eve
- New Year's Day
- (the rest of/ goals for/ targets for/ aims for/ New Year's resolutions for) this year
- (the rest of/ goals for/ targets for/ aims for/ New Year's resolutions for) next year
- (goals/ targets/ aims/ resolutions for) last year/ previous years

New Year resolutions discussion

Use the list on the next page to extend your discussion on resolutions/ goals/ aims/ targets, etc, sharing things like:

- goals that you have had (recently/ in your life)
- specific examples that you have heard about
- ones that you think are good (are worthwhile, achievable, etc)
- ones that you don't think are so good (are pointless, unrealistic, etc)

Time management discussion

If you haven't yet, discuss resolutions, goals, etc related to time management/ efficiency/ organisation.

Discuss your experiences of and opinions on these time management tips:

- breaking big jobs down into small, manageable parts
- clearing your desk at the end of the day
- color coding
- deciding how good is good enough (not demanding perfection)
- delegating
- doing all your paperwork in one session
- doing the worst jobs first
- getting rid of everything that you can
- keeping and regularly updating a detailed to do list (with spaces for "as soon as possible", "today", etc)
- measuring how long your tasks take
- only handling each piece of paper once
- rewarding yourself when you have completed a task
- saying no
- scheduling breaks
- starting and finishing on time
- using post-it notes
- working out when your most productive part of the day is and doing the things that require maximum brain activity when you are at your best

Possible New Year's resolutions/ aims/ targets

Continue to discuss your experiences of and opinions on ideas for targets in the new year by using words from the left-hand and/ or right-hand columns below.

<ul style="list-style-type: none"> ● achieve... ● adapt (to)... ● adjust... ● attain... ● attend... ● avoid... ● be proactive about... ● boost/ increase/ maximise... ● catch up with/ overtake... ● change... ● collaborate on/ with... ● contribute (to)... ● cut (down on)/ slash/ minimise... ● demonstrate/ show... ● develop/ improve/ ameliorate... ● encourage/ persuade/ convince... ● establish... ● expand... ● facilitate... ● find/ identify/ look into... ● finish... ● focus on/ concentrate on/ specialise in... ● get... back on track ● highlight... ● impact/ have an impact on... ● implement... ● launch... ● move/ relocate... ● obtain... ● organise/ reorganise... ● overcome... ● participate in/ take part in... ● pass... ● prioritise... ● promote... ● reach... ● replace... ● retain... ● solve... ● stop... ● support/ mentor... ● update... ● volunteer for... 	<ul style="list-style-type: none"> ● admin/ paperwork/ menial tasks ● finances (income, outgoings/ costs, debt, savings, investments, etc) ● health and fitness (exercise, smoking, drinking, etc) ● innovation ● job satisfaction ● overtime ● performance ● personal development ● training ● skills/ aptitudes/ capabilities ● projects ● promotion ● qualifications ● responsibilities/ duties/ role ● routine/ habits/ working life ● sales ● (work) schedule ● side project/ side job/ side hustle ● teamwork ● technology ● time management/ efficiency/ productivity/ organisation ● travel/ commuting ● working from home ● work-life balance ● workload/ overwork
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