



Basic Description

- What is the woman wearing?
- What do you see drawn on the wall?
- What time does the clock show?
- Can you name three business symbols in the picture?

Useful Vocabulary

schedule • deadline • to-do list • multitasking
workload • efficiency • planning • organization
overtime • punctuality • priorities

About Time Management

- Do you think this woman is good at managing her time?
- What time do you usually start work?
- Have you ever been late to work? What happened?
- Are you a morning person or a night person?

Personal Experience

- What do you do when you feel stressed about time?
- Do you use any apps to manage your time?
- What's your favorite time of day to work? Why?

Daily Routines

- How do you organize your daily schedule?
- Do you make a to-do list? Why or why not?
- What is the busiest part of your day?

Cultural Questions

- Is being on time important in your country?
- Do people in your country usually work overtime?
- Is it polite to be early or exactly on time in your culture?