

# ROAD TO IELTS

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to get the band score you need.

## Time management

How much time do you have every week to prepare for the IELTS test? You probably don't really know! Use this worksheet to find out.



### Instructions

At the end of each day, complete the diary on page 2 with the activities that you have done during the day. Here are ten common activity types:

- 1 Personal care (washing, eating, etc.)
- 2 Classroom study
- 3 Independent study
- 4 TV / Internet for fun
- 5 Socialising
- 6 Exercise / sport
- 7 Travel
- 8 Chores (cleaning, laundry, etc.)
- 9 Paid work
- 10 Sleep

After completing the diary for a week, answer these questions:

- ✓ What is your most time-consuming activity apart from classroom and independent study? How much time do you spend on this activity per day? Is it too much time?
- ✓ How much time do you spend studying outside the classroom? Is it enough for you to set the band score you need?
- ✓ How much time do you spend watching TV or using the Internet for fun? How much do you think is reasonable per day?
- ✓ Is it possible to reduce time spent on chores, travel or personal care?
- ✓ How much time do you spend doing exercise or sport?
- ✓ Do you sometimes do something else when you planned to be studying?
- ✓ How can you change your daily routines so that you have more time for studying?

**i** If you have problems with time management, keep your diary for several weeks. In this way, you can identify recurring problems and see the effect of changes to your daily routine.



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## Time management



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