

10A *How well organized are you?*

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Type of activity

Speaking, listening and note-taking. Individual and pair work.

Aim

To practise lexis relating to time and personal organization.

Task

To complete a questionnaire about personal organization and time management.

Preparation

Make one copy of the worksheet for every pair of students. Cut copies into A and B.

Timing

About 20 minutes

Procedure

- 1 Tell the students that they are going to interview each other about their personal organization and time management.
- 2 Divide the students into pairs and assign A and B within each pair.
- 3 Give A and B students their part of the questionnaire.
- 4 Ask the students to read the instructions and answer their questionnaires, noting their own answers on the side.
- 5 Circulate and help with vocabulary problems.
- 6 Tell the students to start interviewing each other and to make a note of their partner's answers.
- 7 Write the scoring system on the board.
- 8 Ask the students to calculate their score in their own questionnaire and that of their partner, to see who's better organized.

Follow up

A conversation could be developed about useful tips for time-saving and better self-organization, either in the pairs or as a whole class.

Notes & comments

Encourage the students to ask follow up questions, to make the interview more natural.

Encourage students to ask the questions, rather than let the partner 'read' them, so that everybody makes an effort for oral communication.

Suggest that they take it in turns to ask one question each. This makes it more entertaining, and gives everybody roughly the same opportunity to speak (if time is limited).

Scoring system

QUESTIONNAIRE A

1 a 3	b 2	c 1
2 a 2	b 1	c 3
3 a 2	b 1	
4 a 1	b 3	c 2
5 a 1	b 2	
6 a 2	b 1	c 3
7 a 2	b 1	

QUESTIONNAIRE B

1 a 1	b 2	
2 a 1	b 3	c 2
3 a 3	b 2	c 1
4 a 1	b 2	c 3
5 a 1	b 2	
6 a 1	b 2	
7 a 3	b 2	c 1

TOTAL SCORE

Up to 15 points: You are a disaster. You can't get things done on time because of a total lack of organization. You should make a plan to start organizing your life today!

Between 16–28 points: You are fairly well organized. On the whole you get things done when they need to be done. You must, however, be aware of a certain tendency to improvise, which may cause you some problems.

Between 29–36 points: You are very well organized. You manage your time extremely well and don't like leaving things to chance. However, keep in mind that your liking for organization could verge on obsession.

How well organized are you?

A

Here are some questions about how well you organize your time. Answer them yourself, then ask your partner, making a note of both answers.

	YOU	YOUR PARTNER
1 How do you normally keep your desk? a) Perfectly tidy. b) Once a week I have to tidy it up before things get too untidy. c) It's a mess.	<input type="checkbox"/>	<input type="checkbox"/>
2 How punctual are you for your appointments, classes, work, etc.? a) Very early. b) Late. c) On time.	<input type="checkbox"/>	<input type="checkbox"/>
3 When it comes to organization, what reputation do you have among your friends and family? They think I'm ... a) a well-organized person. b) a bit of a disaster.	<input type="checkbox"/>	<input type="checkbox"/>
4 Do you have a diary where you write what you have to do during the day/week/month? a) No. b) Yes, I use it all the time. c) Yes, but I hardly use it.	<input type="checkbox"/>	<input type="checkbox"/>
5 Do you find time to relax every day? a) Not really, I always seem to have things to do. b) Yes, I usually keep some time free during the day to relax.	<input type="checkbox"/>	<input type="checkbox"/>
6 When you have a piece of work to do for your work or studies, how do you organize yourself? a) I work to the last minute to finish it. b) I start the day before the deadline. c) I finish a week in advance.	<input type="checkbox"/>	<input type="checkbox"/>
7 For your friends' and family's birthdays and anniversaries, do you get round to writing or phoning in good time? a) Yes, I normally do. b) No, I'm usually too late.	<input type="checkbox"/>	<input type="checkbox"/>



B

Here are some questions about how well you organize your time. Answer them yourself, then ask your partner, making a note of both answers.

	YOU	YOUR PARTNER
1 Do you find that you frequently run out of essentials, like sugar or toilet paper? a) Yes, I only remember to buy a new supply when I've run out. b) No, I usually buy a new supply before I run out.	<input type="checkbox"/>	<input type="checkbox"/>
2 Do you normally write a list of 'things to do'? a) No, I hate planning. b) Yes, and I try to stick to it. c) Yes, but I never manage to do all the things on the list.	<input type="checkbox"/>	<input type="checkbox"/>
3 When you have to do something or go somewhere, do you often ... a) get up early? b) get up on time but end up rushing? c) get up late?	<input type="checkbox"/>	<input type="checkbox"/>
4 When you get home from a trip, what do you do with your luggage? a) I don't unpack for days. b) I start unpacking almost immediately but leave things in the way. c) A couple of hours after getting home everything is back in its place.	<input type="checkbox"/>	<input type="checkbox"/>
5 Have you ever missed a train/plane/coach because you didn't give yourself enough time? a) Yes. b) No, I always allow plenty of time.	<input type="checkbox"/>	<input type="checkbox"/>
6 Do you often leave the dishes unwashed or the bed unmade for more than one day? a) Very often. b) Almost never.	<input type="checkbox"/>	<input type="checkbox"/>
7 How do you normally keep your wardrobe? a) Always perfectly tidy. b) Once a week I have to tidy it before clothes start piling up. c) It's a mess.	<input type="checkbox"/>	<input type="checkbox"/>