



WSC WIĘCEJ NIŻ OCZEKujesz

Warsaw Study Centre

## say it with Mr Zloty

### HAVE FUN WITH MR ZLOTY

An efficiency expert concluded his lecture with a note of caution. „Don't try these techniques at home.”

„Why not?” asked somebody from the audience.

„I watched my wife's routine at breakfast for years,” the expert explained. „She made lots of trips between the fridge, stove, table and cabinets, often carrying a single item at a time. One day I told her, „You're wasting too much time. Why don't you try carrying several things at once?”

„Did it save time?” the guy in the audience asked.

„Actually, yes,” replied the expert. „It used to take her 20 minutes to make breakfast. Now I do it in ten.”

### READ AND LEARN

**Since Christmas holiday season is coming with this issue we'll try to come to grips with time and time management.**

If you spend the holiday season rushing about like a panicked lemming, it's time to apply some time management strategies.

For many, the holiday season is the season of stress. There are just so many things to do, and a limited time to do them in. Working people may feel especially harassed, trying to **cram** Christmas activities into their already limited „leisure” time.

If you're one of those people feeling more **frazzled** than festive, taking the time to use a few time management strategies can make a big difference; you'll feel as if you're in control, rather than feeling like you're being driven like one of Santa's reindeer.

**Go through our time management strategies for holiday stress relief:**

- **Make a list**

It works for Santa, and it will work for you. Divide a page into two columns. List the things you have to do to prepare for the holiday season, such as gift shopping, on one side of the page and the things you want to do, such as special holiday baking, on the other side of the page.

- **Pick and choose your Christmas activities**

Many of us do what we do during the holiday season just because we always have, turning the entire month of December into a mad whirl of non-stop Christmas preparations and activities. If the things on your list that you have to do outnumber the things that you want to do, it's time to make your list more manageable by eliminating some of these holiday activities.

Do you really need to spend hours writing and sending Christmas cards, for instance, or hours making hundreds of chocolate balls? By all means do if you

enjoy these activities, but if you don't, give yourself more time to do the things you enjoy by cutting them from your list.

- **Get an early start**

There's no rule that says that all Christmas activities have to be crammed into the week before Christmas. You can decorate your home for the holiday season in November if you want or even leave some Christmas lights up all year round. Food for the holiday season can be bought in advance, and holiday gifts can be bought any time of year. Stretching out your Christmas activities over a longer period of time can really reduce your holiday stress.

- **Get help**

Who says that you personally have to wrap all the holiday gifts, do all the baking, and do all the holiday season decorating? This year, give yourself the gift of holiday stress relief by patronizing a local bakery, hiring a cleaning service to clean your home, or even having your holiday season party or festive dinner catered.

Think about how much your time (and **sanity**) is worth, and contract out accordingly. Use the gift wrapping services that many businesses provide this time of year. Use the time management strategy of delegation, and assign some tasks to other family members.

- **Break the holiday gift shopping gridlock**

You don't have to take the time to drive anywhere to shop if you don't want to. Shop and buy holiday gifts online.

- **Call ahead before you shop offline**

Why go six places looking for that one holiday gift when you could just make a few phone calls, go to one place and pick it up? There are places where you can even call ahead and reserve all the food you need for your Christmas supper.

- **Avoid rushing around in a holiday frenzy**

Pre-plan and coordinate your journeys. You can easily combine **running errands** with Christmas shopping, for example, so why make separate trips? And why go Christmas shopping 10 or 12 times? Use your list and make your calls to cut down on the hours you need to spend shopping.

- **Turn chores into events**

Everyone finds some holiday season activities that have to be done **drudgery**. Make whatever it is you find drudgery more enjoyable by making it special and different. For example, make the Christmas baking a family affair, or invite some friends over for a tree-trimming night.

- **Slow down**

For instance, you don't need to buy, put up, and decorate the tree all in the same day. At some houses tree trimming is an ongoing event. You can buy it, put it up, and set out the ornaments. Then whoever wants to hangs a few ornaments on the tree when they feel like it. Sometimes it may take two weeks, but make sure you always have a beautiful, fully decorated Christmas tree by Christmas Eve.

- **Build time to relax and enjoy the festive season into your schedule**

Take the time to drive around and enjoy the incredible displays of Christmas lights, attend a special holiday concert, make snow angels with the kids, or just

take a long hot bath. Your holiday stress will drop considerably.

• **Plan ahead for the next holiday season**

Christmas supplies, such as decorations and gift wrap, are often available at discounted prices in the week after Christmas, and they don't go bad! It's easy enough too to buy holiday gifts any time of year; all it takes is some planning.

The holiday season should be a joy, not an **ordeal**. Applying some time management strategies during the holiday season can help you regain the **equilibrium** you need to appreciate (and **savor!**) the true spirit of the season.

*Adapted from Susan Ward, About.com*

**Now match words and phrases in red with their definitions:**

1. come to grips	A extremely tired in a nervous or slightly anxious way after a lot of mental or physical effort
2. cram	B the quality of behaving calmly, having a healthy mind and not being mentally ill
3. frazzled	C uncontrolled and excited behaviour or emotion, which is sometimes violent
4. sanity	D a state of mental balance and calmness
5. gridlock	E a very unpleasant and painful or difficult experience
6. frenzy	F to enjoy food or an experience slowly, in order to appreciate it as much as possible
7. drudgery	G to make an effort to understand and deal with a problem or situation
8. ordeal	H a situation in which no progress can be made
9. equilibrium	I hard, boring work
10. savor	J to force a lot of things into a small space, or to do many things in a short period of time

KEY: 1.G, 2.I, 3.A, 4.B, 5.H, 6.C, 7.I, 8.E, 9.D, 10.F

**HAVE FUN WITH MR ZŁOTY**

**A new business**

A new business was opening and one of the owner's friends wanted to send flowers for the occasion. They arrived at the new business site and the owner read the card; it said „Rest in Peace”.

The owner was angry and called the florist to complain. After he had told the florist of the obvious mistake and how angry he was, the florist said, „Sir, I'm really sorry for the mistake, but rather than getting angry you should imagine this: somewhere there is a funeral taking place today, and they have flowers with a note saying, „Congratulations on your new location.”

**COLOUR UP YOUR ENGLISH**

“Time is money” they say. Do you know any other sayings and idioms with “time”?

**Match the following idioms and sayings concerning time with the way to interpret them:**

1. Make hay while the sun shines	a) suggestion that it is time to stop working on something
2. Time of your life	b) you are enjoying yourself very much indeed
3. Against the clock	c) not to hurry
4. Let's call it a day	d) to do something while the situation or conditions are right
5. Take your time	e) to be rushed and have very little time to do something

KEY: 1.d, 2.b, 3.e, 4.a, 5.c

**Now complete the following sentences with one of the sayings above:**

- \_\_\_\_\_ – this is a big decision, and you don't want to rush into it.
- I'm afraid I won't be able to take care of these papers today, I'll be working \_\_\_\_\_ to finish my presentation.
- Please, let's stay here a few more minutes, I'm having \_\_\_\_\_.
- Sorry, I can't talk to you now, I've got one hour to finish this report before my boss comes to the office so I really have to \_\_\_\_\_.
- \_\_\_\_\_, we'll get back to the matter on Monday.

KEY: 1. take your time, 2. against the clock, 3. make hay while the sun shines, 4. let's call it a day, 5. time of my life

**COMMUNICATION SKILL PILL**

**We all know how important time management is in business, especially in meetings. How to: slow down, speed things up and play for time when in a business meeting?**

Divide expressions below into these three categories.

- Let me just check I understand you correctly
- I think we should move on now
- Can I just stop you here for a moment?
- Sorry, I don't quite see what you mean
- Perhaps we can come back to this later
- Can you explain it a bit more clearly?
- Wait a second, what exactly are you saying?
- I'd like to think about it
- I think we should discuss this a bit more
- OK, let's move on...
- Hold on, we need to look at this in more detail
- I'm sorry but I'll have to consult my colleagues on that

KEY: slowing down: c, l, k; speeding up: b, e, f, j; playing for time: a, d, f, g, h, i



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