

WELLCOME

How to gain control of your free time with Laura Vanderkam



on time

assume

savor

tips and
tricks

tardiness

fault

blame

shave off

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- culpa - saborear - consejos y trucos - puntual
- culpar - tardanza - asumir - recortar

When people find out I write about time management, they ____ two things: one is that I'm always ____ and I'm not. I have four small children and I would like to ____ them for my occasional ____, but sometimes it's just not their ____. I was once late to my own speech on time management. We all had just to take a moment together and ____ that irony. The second thing they assume is that I have a lot of ____ for saving bits of time here and there and sometimes I'd hear from magazines that are doing a story along these lines, generally about how to help their readers find an extra hour in the day. And the idea is that we'll ____ bits of time ____ everyday activities, add it up, and we'll have time for the good stuff.

When people find out I write about time management, they assume two things: one is that I'm always on time and I'm not. I have four small children and I would like to blame them for my occasional tardiness, but sometimes it's just not their fault. I was once late to my own speech on time management. We all had just to take a moment together and savor that irony. The second thing they assume is that I have a lot of tips and tricks for saving bits of time here and there and sometimes I'd hear from magazines that are doing a story along these lines, generally about how to help their readers find an extra hour in the day. And the idea is that we'll shave bits of time off everyday activities, add it up, and we'll have time for the good stuff.

keep
track

basement

sopping

winds up

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aftermath

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- registrar - sótano - fontanero - consecuencias
- equipo - empapado - caldera - concluir

I recently did a time diary project looking at a thousand one days in the lives of extremely busy women. They had demanding jobs, sometimes their own businesses, kids to take care for, maybe parents to take care for, community commitments... Busy, busy people. I had to ___ their time for a week so I could add up how much they worked and slept and I interviewed them about their strategies, for my book. One of the women whose time log I studied; she goes out on a Wednesday night for something. She comes home to find out that her ___ has broken and there is now water all over her ___. If you've ever had anything like this happened to you, you'd notice a hugely damaging, frightening, ___ mess. So, she's dealing with the immediate ___ that night, next day she's got ___ coming in, day after that, professional cleaning ___ dealing with the ruined carpet. All this is being recorded on her time log. ___ taking seven hours of her week. Seven hours. That's like finding an extra hour in the day. But I'm sure if you had asked her at the start of the week: "Could you find seven hours to train for triathlon? Could you find seven hours to mentor seven worthy people?" I'm sure she would have said what most of us would have said which is "No, can't you see how busy I am?" Yet when she had to find seven hours because there is water all over her basement, she found seven hours. And what that shows us is that time is highly elastic. We cannot make more time but time will stretch to accommodate what we choose to put into it. And so, the key to time management is treating our priorities as the equivalent of that broken water heater.

I recently did a time diary project looking at a thousand one days in the lives of extremely busy women. They had demanding jobs, sometimes their own businesses, kids to take care for, maybe parents to take care for, community commitments... Busy, busy people. I had to keep track of their time for a week so I could add up how much they worked and slept and I interviewed them about their strategies, for my book. One of the women whose time log I studied; she goes out on a Wednesday night for something. She comes home to find out that her water heater has broken and there is now water all over her basement. If you've ever had anything like this happened to you, you'd notice a hugely damaging, frightening, sopping-mess. So, she's dealing with the immediate aftermath that night, next day she's got plumbers coming in, day after that, professional cleaning crew dealing with the ruined carpet. All this is being recorded on her time log. Winds up taking seven hours of her week. Seven hours. That's like finding an extra hour in the day. But I'm sure if you had asked her at the start of the week: "Could you find seven hours to train for triathlon? Could you find seven hours to mentor seven worthy people?" I'm sure she would have said what most of us would have said which is "No, can't you see how busy I am?" Yet when she had to find seven hours because there is water all over her basement, she found seven hours. And what that shows us is that time is highly elastic. We cannot make more time but time will stretch to accommodate what we choose to put into it. And so, the key to time management is treating our priorities as the equivalent of that broken water heater.

GRAMMAR



Modal verbs

work together with a main verb and are used to express something

can

could

may

might

must

shall

should

will

would



- 1) Infinitives come after modal verbs but without 'to' | **He must be my teacher.**
- 2) Modal verbs take no "s" in the third person singular | **It will happen.**
- 3) Modal verbs do not change their form according to tense (no past nor future form)
- 4) We use modal verbs in negative or interrogative sentences like we do with other auxiliary verbs | **I may not apologize | Could it be hard to find a partner?**

Note: We use contraction quite often in spoken or informal language.

can
could

possibility / ability

- * It can / can't be really hard to find a speaking partner to practice English with.
- * I can / can't help them.

can
could

possibility / ability

- * It could / couldn't be really hard to find a speaking partner to practice English with.
- * I could / couldn't help them.

can
could

possibility / ability

* It could / couldn't be really hard to find a speaking partner to practice English with.

* I could / couldn't help them.

* I could have helped them.

might
may

possibility

- * They might / may arrive before lunch.
- * They mightn't / may not arrive before lunch.

might
may

possibility

- * They might / may arrive before lunch.
- * Brian mightn't / may not pick up the phone.

- * They might have / may have arrived before lunch.
- * Brian mightn't have / may not have picked up the phone.

must

certainty / obligation

- * The baby is crying, he must be hungry.
- * The baby was crying, he must have been hungry.

must

certainty / obligation

- * The baby is crying, he must be hungry.
- * The baby was crying, he must have been hungry.
- * You must wear shoes inside.
- * You had to wear shoes inside | "have to"

will

certainty

- * It will rain tomorrow morning.
- * You'll do great!

shall

- * Future > I shall work this Saturday.
- * Make an offer > Shall I help you with your English homework?
- * Make a suggestion > Shall we go to the movies together?
- * Confirmation > I shall meet you at the restaurant tonight.
- * Command > You shall attend the seminar.

should

probability / recommendation

- * They left an hour ago, they should be here by now.
- * They left an hour ago, they should have been here by now. | (...) shouldn't have (...)

shouldn't have

should

probability / recommendation

- * You should see a doctor.
- * You should have seen a doctor.

shouldn't have

would

- * I would love to go with you.
- * I would have loved to go with you.
- * I wouldn't have loved to go with you.

- * Ask a polite question > Would you come with me?
- * Preferences / invitations / desires > I would like a cup of coffee.
- * Past > We would talk for hours on end.

P O L L

T I M E



How to gain control of your free time with Laura Vanderkam



had
it all

spare
time

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- tenerlo todo - reconocer / admitir - te lo reconozco - que falta
- limpiar mis persianas - a la larga
- tiempo libre - caminata - nómina - lo admito

And to get at this I'd like to use language from one of the busiest people I ever interviewed. By busy I mean she was running a small business with twelve people on the _____, she had six children in her _____. I was getting in touch with her to set up an interview on how she "_____", that phrase. I remember it was a Thursday morning and she was not available to speak with me of course, right? But the reason she was unavailable to speak with me is that she was out for a _____ because it was a beautiful spring morning and she wanted to go for a hike. So of course, this makes me even more intrigued and when I finally do catch up with her, she explains it like this. She says: "Listen, Laura, everything I do, every minute I spend is my choice". And rather than say "I don't have time to do x, y or z", she'd say "I don't do x, y or z because it's not a priority". "I don't have time" often means "it's not a priority". If you think about it, that's really more accurate language. I mean I could tell you "I don't have time to _____" but that's not true. If you offered to pay me \$100,000 to go dust my blinds, I would get to it pretty quickly. Since that is not gonna happen, I can _____ this is not a matter of _____ time, it's that I don't wanna do it. Using this language reminds us that time is a choice. And _____, there may be horrible consequences for making different choices, _____. But we're smart people and certainly _____, we have the power to fill our lives with the things that deserve to be there.

And to get at this I'd like to use language from one of the busiest people I ever interviewed. By busy I mean she was running a small business with twelve people on the payroll, she had six children in her spare time. I was getting in touch with her to set up an interview on how she "had it all", that phrase. I remember it was a Thursday morning and she was not available to speak with me of course, right? But the reason she was unavailable to speak with me is that she was out for a hike because it was a beautiful spring morning and she wanted to go for a hike. So of course, this makes me even more intrigued and when I finally do catch up with her, she explains it like this. She says: "Listen, Laura, everything I do, every minute I spend is my choice". And rather than say "I don't have time to do x, y or z", she'd say "I don't do x, y or z because it's not a priority". "I don't have time" often means "it's not a priority". If you think about it, that's really more accurate language. I mean I could tell you "I don't have time to dust my blinds" but that's not true. If you offered to pay me \$100,000 to go dust my blinds, I would get to it pretty quickly. Since that is not gonna happen, I can acknowledge this is not a matter of lacking time, it's that I don't wanna do it. Using this language reminds us that time is a choice. And granted, there may be horrible consequences for making different choices, I will you give you that. But we're smart people and certainly over the long run, we have the power to fill our lives with the things that deserve to be there.

"I can acknowledge this is not a matter of lacking time."

- Pude reconocer (...)

I _____ this is not a matter of lacking time.

"I can acknowledge this is not a matter of lacking time."

- Pude reconocer (...)

I could acknowledge this is not a matter of lacking time.

"I can acknowledge this is not a matter of lacking time."

- Pude reconocer (...)

I could acknowledge this is not a matter of lacking time.

- Debí haber reconocido (...)

I _____ this is not a matter of lacking time.

"I can acknowledge this is not a matter of lacking time."

- Pude reconocer (...)

I could acknowledge this is not a matter of lacking time.

- Debí haber reconocido (...)

I should have acknowledged this is not a matter of lacking time.

"I can acknowledge this is not a matter of lacking time."

- Pude reconocer (...)

I could acknowledge this is not a matter of lacking time.

- Debí haber reconocido (...)

I should have acknowledged this is not a matter of lacking time.

- Tengo que reconocer (...)

I _____ this is not a matter of lacking time.

"I can acknowledge this is not a matter of lacking time."

- Pude reconocer (...)

I could acknowledge this is not a matter of lacking time.

- Debí haber reconocido (...)

I should have acknowledged this is not a matter of lacking time.

- Tengo que reconocer (...)

I must acknowledge this is not a matter of lacking time.



I truly believe this. There is time. Even if we are busy, we have time for what matters. And when we focus on what matters, we can build the lives we want in the time we've got.

Q & A

time to ask

T H A N K

Y O U