

Time Management





课堂外

1. 蓝墨云班课



2. 喜马拉雅APP



视听
预习

自主学习
学生中心
翻转课堂

听说
预习

观看**微课**等在线学习资源



收听**音频** 跟读预习



Approaching Workplace



Task 1

Discuss with your neighbor the following pictures and tell what they mean to you.



Back



Task 2

Now discuss the questions below and then report to your class.

1. Do you plan or manage your time in your life and study?

Yes, I do. (No, I don't.)

2. How do you plan or manage your time?

**I make my timetable or schedule. I often make a To Do List.
I write my work and activities in my calendar...**

3. Do you think time management is important?

Yes, I think it's very important. It helps to improve my efficiency and helps me reach my goal of life.



Task 2

4. What basic skills do you know of time management?

There are many skills of time management. Besides making timetables, schedules and To Do Lists, using Quadrant Time Management System is very helpful.

5. If you have too many things to do, how do you manage your time effectively?

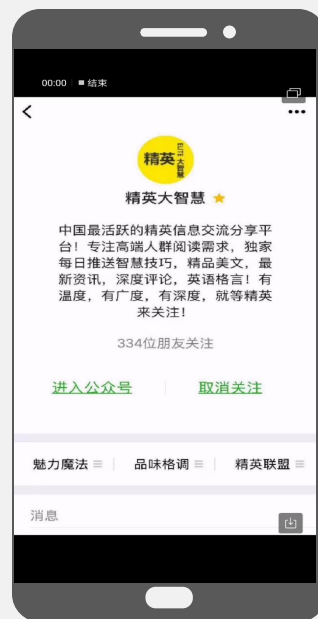
I will use 4-Quadrant Time Management, list all the things I will do, classify them into several groups, and set priorities on the important things.

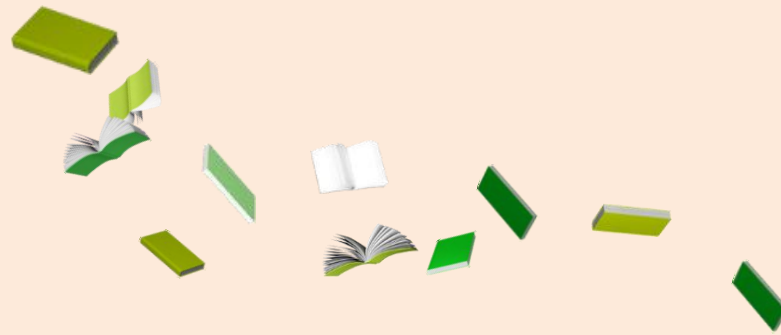


课后拓展，翻转课堂

1. 教师个人公众号：阅读案例

2. 蓝墨云班课：为下节作预习





Thank You!