

# HOW TO GAIN CONTROL OF YOUR FREE TIME

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**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.**

**STEP 1: Before our meeting watch the video and answer the following questions:**

- 1** What is the idea behind the management tips and tricks that the speaker mentions in the beginning of her talk? What do you think about their effectiveness?
- 2** How do you understand the concept which is encapsulated in the sentence: "We build the lives we want, and then time saves itself."
- 3** What is the relationship between choice and time management?
- 4** How do you understand the first strategy of writing an annual performance review? What is its purpose?
- 5** What is the purpose of the family holiday letter in the context of setting priorities?
- 6** What are the steps that we need to take after writing the annual performance review or the family letter?
- 7** What goals would you put on your list?

## STEP 2: VOCABULARY

TO ACKNOWLEDGE

**To accept, admit, or recognize something, or the truth or existence of something:** She acknowledged that she had been wrong.

TO BE A MATTER  
OF SOMETHING

**If something is a matter of confidence, luck, waiting, etc. that is all you need for it to happen:** Baking a cake isn't difficult - it's just a matter of following the recipe.

JUDICIOUS

**Having or showing reason and good judgment in making decisions:** We should make judicious use of the resources which are available to us.

TO WIND UP

**To come to be in a particular situation or condition, especially a bad one:** If you aren't careful lifting weights, you could wind up hurting yourself.

DOABLE  
GOALS

**If something is doable, it can be achieved or performed:** This project may be difficult, but I still think it's doable.

OVER A LONG RUN

**Over a long period into the future:** In the long run, this strategy can only make the economy more efficient.

to question a  
way of thinking

to assume

to do errands

it made me  
intrigued

to stretch  
the time

**a side hustle**