



وزارة التربية والتعليم
والتعليم الفني
الإدارة المركزية لتطوير المناهج

أعداد ومراجعة

إدارة تنمية اللغة
الإنجليزية

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الأسبوع الخامس



-- الاداءات المنزلية

- الاسبوع الخامس

الفصل الدراسي الثاني الصف الثاني الثانوي

Unit Nine

Read the following passage and then answer the questions:

Time management is a key skill that helps employees work efficiently and meet deadlines. In the workplace, managing time well means prioritizing tasks, avoiding distractions, and completing work on schedule. Companies value employees who can organize their tasks effectively, as this leads to increased productivity and better results. One of the best ways to manage time is by creating a daily schedule. Employees can list tasks in order of importance and set deadlines for each one. This helps them stay focused and avoid wasting time on less important activities. Another useful strategy is breaking large projects into smaller tasks, making them easier to complete.

However, poor time management can lead to missed deadlines, stress, and low work quality. Employees who do not plan their tasks properly may find themselves overwhelmed with too much work at once. To avoid this, many businesses encourage employees to take short breaks, use time-tracking tools, and minimize unnecessary meetings. Good time management benefits both employees and companies. When workers complete their tasks efficiently, businesses operate smoothly, meet deadlines, and achieve their goals. Developing strong time management skills is essential for success in any job.

1. Answer the following questions:

1. Why is creating a daily schedule helpful for employees?
2. What are two negative effects of poor time management?
3. In your opinion, how can employees improve their time management skills?

2. Choose the correct answer from a, b, c or d:

1. Time management is important in the workplace because it.....

- a) helps employees work efficiently and meet deadlines
- b) reduces teamwork
- c) increases distractions
- d) makes work more difficult



2. What is a good strategy for managing time effectively?

- a) Ignoring deadlines
- b) Creating a daily schedule
- c) Completing work without planning
- d) Doing all tasks at the same time

3. What is a possible result of poor time management?

- a) Increased productivity
- b) Better work quality
- c) Missed deadlines and stress
- d) Less work to do

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