

Candidate evidence

Candidate 5- Everyday Life

Part 1 — Everyday Life

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Read the task below and write your answer on the lined answer sheets below and on pages 03 and 04.

You write a popular lifestyle blog. This week, your topic is 'Top tips for managing your time'.

Write your blog post on this topic.

You should include some or all of the following points:

- planning ahead → prioritising tasks, scheduling
- being tidy
- grouping tasks → organise into groups
- online shopping
- social media. → manage screen time

You may also add your own ideas.

You should write approximately 200–250 words.

People always talk about managing your time
wisely. However, no one ever delves into how to
do so. Today, I will ^{be} giving tips at and advice
on the topic and tell you all about ^{the} ways ^{in which} to you could
the manage your time.
<u>Planning Ahead</u>
One of the most important aspects to time
management is planning ahead. A well-organised
schedule is already a huge step towards where
you want to be in terms of time management.

~~And prioritising~~
~~Prioritising~~ tasks and finding a good balance is
Furthermore, prioritising
key to a good schedule. Of course, there will
be projects or goals ~~you place great importance~~
of great importance that you ^{would} want to ^{prioritise} finish,
but ~~only putting~~ ^{spending all your time} those things ~~in your timetable~~
will ~~just~~ ^{only} spell disaster. ~~Plan~~ ^{So, plan} for periods of
free time or time for healthy activities. ~~And~~ By
doing so, you will more or less achieve a
~~well-balanced~~ ^{well-balanced} ~~and beneficial~~ schedule.
~~nice,~~

Grouping Tasks

Another technique to help you manage your
time is to organise your tasks into groups. Naturally,
there is no correct way to do this, but
categorising your tasks is an easy way to
better manage your time. The ~~simplest~~ ^{simplest} most
effective way of doing this would be to group
them by their ~~importance~~ ^{into} or ^{into} categories
such as work, health, and leisure. By doing so
you can ensure that you ~~can~~ get the most
out of your time while maintaining a good
work-life balance when planning.

Social Media

We cannot talk about time management without mentioning social media. With the rise of technology in recent years, social media has slowly but surely taken over our lives.

We went from scorning the use of it to spending every second of our lives on it, and it is detrimental to the productivity of youths and adults alike. As such, limiting its use will be extremely beneficial to our lives.

Now, I don't mean to stop using it entirely.

I am well aware of the escape and entertainment it offers. But setting restrictions to the amount of time we spend on it is certainly a way forward.

Conclusion

Time management is essential to a healthy and balanced life. ^{But} ~~And~~ it is ~~often~~ difficult often difficult to maintain such a life in the chaos of the modern world. I hope this post ~~has~~ helped and taught you something. And ^{don't forget} ~~remember~~ ^{to give} ~~to try~~ ^{to manage} your time ^{sometimes}.

a try sometimes.