

A HANGANYAG SZÖVEGÁTIRATA

1. FELADATSOR

Part 1



A: Welcome to our weekly programme where we discuss life skills with well-known experts. Today's topic is time management, an extremely useful skill set I'm sure we all would like to learn, and I'd like to welcome Bob Smith, who is one of the best-known experts of the field.

B: Hello. I'm happy to be here to discuss this increasingly important part of our everyday lives. You can call me Bob, by the way.

A: Thanks Bob. So, could you first define time management for our listeners?

B: Well, time management means the process of organizing and planning how to divide your time between specific activities. If you do that well, you'll get more done in less time and with less effort, even when the pressure is high. But you have to take charge and put a lot of effort into it before it becomes your second nature. Failing to manage your time damages your effectiveness and causes stress.

A: But nowadays we have all sorts of gadgets and systems to help us manage our time, so would learning about how to manage time not actually be a waste of time?

B: First of all, you have to get your head around the concept of time. There are actually two types of time: clock time and real time. We all know from experience that, unlike clock time, real time is relative. Sometimes time flies, sometimes it drags, depending on what you are doing. In clock time all time passes equally, a minute is always 60 seconds. The gadgets you mentioned manage clock time whereas we live in real time. We do not live in clock time, or even have access to it, so the gadgets are basically useless.

A: How can we learn to manage something so relative? Is it even possible? And whatever we do, there'll always be unexpected interruptions, won't there?

B: We can manage our real time, that's what my job is all about. You see, the good news is that since real time is mental, it is also manageable. Whatever we create, like our mental time, we can manage. Whatever you do, your work time will be composed of thoughts, conversations and actions. And you can decide how much time you will be spending on thoughts, conversations and actions, and how much time you allow for interruptions.

A: That sounds promising, but can you give us some concrete tips of how to go about it?

B: A good place to start is by carrying a schedule and recording all your thoughts, conversations and activities for a week. It doesn't matter whether you carry a smartphone, a sketchbook or just a simple notebook. Carry all three if you need – just use them. Your records will show you how much you get done in a day, and how much time is wasted on unproductive thoughts, conversations and actions. Then you can start scheduling appointments with yourself and creating time-blocks for high-priority thoughts, conversations and actions. Any activity that is important to your success should have a time assigned to it. Schedule when the appointments begin and when they end, and be sure to have the discipline to keep these appointments.

A: But what about interruptions?

B: You have to schedule time for them. However, there are also interruptions you can do away with, like answering the phone just because it's ringing, or answering emails just because they show up. Unless it's vital for your work to give instant human response, don't give people your immediate attention. Schedule time for answering emails and returning phone calls, and stick to your schedule. And, unless you use social media to generate business, block it out.

A: Thank you very much Bob. You certainly gave us a lot to think about, and some very useful tips indeed. It was a pleasure talking to you.

B: Thank you for having me, and I'm glad if I was able to be of help to the listeners.

Bill: John, I hear you're studying English. Will you ever get a job with a major like that?

John: Well, they say coffee-shop employees are mostly English majors, so there's a career path for me. But seriously, I think I'll have lots of jobs to choose from. I'm thinking of going into the publishing industry or maybe journalism. I'm not considering a PhD since I'm not that inclined to continue pondering the enduring questions of the human condition, if you get my drift. By the way Bill, are you not studying communications? I've heard there is not much to learn and not many places that will employ you either.

Bill: You are totally wrong about that. We learn heaps of stuff about verbal and nonverbal messages, communication environments, audience reactions, strategies used to get messages across and lots of other things like how to thoroughly dissect a speech or a script. And you are also wrong about the job market. There's advertising, HR, public relations, media, social services, and I could go on with the list. But what about you Jane, is the jobs market not totally saturated with you computer geeks already?

Jane: No way, it never will be, I think. There will always be a need for people who understand technology, and especially how technology fits into a business scenario. With the speed of data sharing and access increasing, there certainly is no job shortage.

Anna: What do you actually learn about?

Jane: All sorts of things about hardware and software, programming and such, and also about different applications, like robotics, artificial intelligence, and gaming technology.

John: Sounds like a lot of work. No wonder so many people I know have given it up.

Jane: It certainly is not for everyone. I think some students just dream about the big money involved, and are surprised at the hard work you have to put into your studies.

Kim: I'm sure there are other fields where the salaries are just as good, aren't there?

Jane: Yes, but maybe not at entry level. You can earn relatively well in many computer jobs right from the beginning. I'm thinking of making use of my

knowledge in education someday. It is probably not the most lucrative field of computer science, but I find it really attention-grabbing. Alex, what made you choose health science?

Alex: I have worked in nursing for quite some time, and I thought it was time for change. I am still passionate about healthcare, so health science seemed the obvious choice. I am thinking of maybe going into social work when I've finished.

Bill: Are there other possibilities with your degree?

Alex: There's healthcare administration and the pharmaceutical industry, for example. But I'm really interested in social work. I first wanted a degree in psychology, but it was easier to get admitted to health science with my nursing background and there may be aspects to psychology, like biological science, that I do not really care for.

Kim: Interesting to hear you say that. Biology is so fascinating that I cannot understand how somebody would not want to study it. I've never regretted entering the biology program. It is not only dry science, but lots of hands-on problem solving. I utterly adore it. I am specializing in ecology and conservation biology, which involves a lot of theory. On the other hand, there are also fantastic field trips and I hope I will be able to do something thoroughly relevant to save our planet once I finish.

Anna: Where have you been on a field trip?

Kim: Well, we visited an organic farm and a botanical garden but the most interesting was the trip we took to a nearby park. It seems pretty much the opposite to your field. You're studying economics, aren't you?

Anna: Yes, I am. I am planning to go on to international studies, and I think economics will give me the best background for that. For one thing, it has, strangely enough, not only improved my knowledge but my people skills as well. Some of you may remember how desperately shy I used to be. As for it being vastly different from biology, I'm not sure I fully agree. We can think of economics like it is a laboratory where we experiment with history, politics, philosophy, maths and current events. Current events might even correspond to your nearby park, come to think of it.