

# Advanced– Conversation Template: Adult Responsibilities (Time Management)

**Step 1:** Fill in your side

**Instructions:** Respond to each prompt as if you're speaking to a coworker or friend. Use full sentences and include vocabulary like schedule, prioritize, deadline, flexible, overwhelmed, strategy, commitment, organize, balance.

*Partner: Hey, how do you manage your schedule when you have a lot going on?*

**You:** \_\_\_\_\_

*Partner: That makes sense. Do you ever struggle to prioritize tasks?*

**You:** \_\_\_\_\_

*Partner: What do you do when unexpected things come up, like a last-minute meeting or a family emergency?*

**You:** \_\_\_\_\_

*Partner: Do you use any tools or apps to stay organized?*

**You:** \_\_\_\_\_

*Partner: How do you avoid feeling overwhelmed when everything seems urgent?*

**You:** \_\_\_\_\_

*Partner: Have you ever missed a deadline? What happened, and how did you handle it?*

**You:** \_\_\_\_\_

*Partner: What advice would you give someone who's trying to improve their time management?*

**You:** \_\_\_\_\_

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**Step 2:** Flip the script

**Instructions:** Now YOU write both sides of the conversation. Use vocabulary like: schedule, prioritize, deadline, flexible, overwhelmed, strategy, commitment, organize, balance.

**Prompt:** Write a 8-line conversation between two coworkers talking about how they manage their time during busy weeks.

*Partner:*

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**You:**

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*Partner:*

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**You:**

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*Partner:*

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**You:**

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*Partner:*

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**You:**

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