

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:

You:

Partner:

You:

Partner:

You:

Partner:

You:
