Getting To Know

HOW TO COPE WITH BEING OVERLOADED AT WORK

In 30 seconds, answer the following questions:

Do you constantly say that you have too much to do and too little time? Have you ever stopped to consider why your load is so big?
Speak Up

Watch the following pictures and answer the given questions in 60 seconds.

Have you ever tried any of these tips? Do you think they will work?

Source: https://www.youtube.com/watch?v=Y0T91PY1SxE&feature=youtu.be
Wear Your Words

Listen and repeat. Then, choose a word to define.

1. **Boundary (n)** /ˈbaʊndri/

2. **Overwhelm (v)** /ˌəvəˈwelm/

3. **Unsustainable (adj)** /ˌʌnsəˈsteɪnəbl/

4. **Overwork (v)** /ˌəvəˈwɜːk/

5. **Pass on (v)** /pɑːs ən/

6. **Turn down (v)** /tɜːn daʊn/

Make a sentence using that word.

**Example:** We were **overwhelmed** by requests for information.
Wear Your Words

Explanation of useful phrases:

Pile up (Phrase)
To gather or accumulate.

Have too much on one's plate (Phrase)
To be too busy.

Make a sentence using one of the given phrases.

Example: I'm sorry, I just have too much on my plate right now.
Essential Structures

Structure with “No matter”:
• No matter + what/ which/ where/ when/ how + S1 + V1, S2 + V2 + O.
• No matter + who + V, S + V’ + O.

Example: No matter who telephones, say I’m out.

Suggestion:

Tired/Attend meetings

How much work/Not satisfied

Exhausted/Work overtime

Try/Can’t complete the work

Busy/Pass work on to sb

Hardworking/Can’t read every email
Raise Your Voice

Pair Work: Discuss with your partner some ways to deal with work overload.

**Student A:** You frequently feel burnt-out at work. Talk to your boss about this problem.

**Student B:** You are student A’s boss. He/she says that he/she is overloaded with work. Advise him/her on this matter.

**Suggestion:**
- Avoid distractions (smartphone, social media networks, …)
- Prioritize tasks depending on their importance and urgency
- Delegate work to other employees
- Better time management
Assessment Form

Here are some comments on your performance

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<tr>
<th>Students</th>
<th>Pronunciation</th>
<th>Vocabulary</th>
<th>Grammar</th>
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Feel free to ask if you have any questions!
What We Gain

• Vocabulary related to work overload
• Pile up
• Have too much on one's plate
• Structure with “No matter”
• Talk about some ways to deal with work overload.

Please do your homework in the downloadable outline from the website!
## Homework

Complete your mission and find more in related lessons

### Your mission

- Take note of what you need to improve (Vocabulary, Grammar and Pronunciation)
- Search for related lessons in course browser
- Take those lessons

### Recommendation

- Working lunch (#0354)
- Phrasal verbs at the office (#0097)