

Match (drag and drop) the phrases on the left with the definitions on the right.

meet a deadline	not pay attention to the things you are supposed to be doing
do things ahead of time	delay (a job)
get started	spend time doing things that aren't important
put off	put jobs in order of which is most important
get distracted	do lots of different jobs at the same time
waste time	complete tasks
use your time wisely	do jobs just before the time they need to be done
get things done	do things in advance
prioritise tasks	be careful with your time
multitask	begin a job