

Complete these tips. Use the correct form of the verbs in parentheses.

*Some Tips for* Stopping *Procrastination*  
1. (stop)

- ⌚ If you have a large project to work on, break it into small tasks. Finish \_\_\_\_\_  
one small task before \_\_\_\_\_ the next. 2. (do)  
3. (start)
- ⌚ Choose \_\_\_\_\_ the hardest task first. You'll get it out of the way, and you'll feel  
better about yourself. 4. (do)
- ⌚ Promise \_\_\_\_\_ at least 15 minutes on a task even if you don't really feel like  
\_\_\_\_\_ it. You'll be surprised. You can get a lot done in 15 minutes—and you'll  
often keep \_\_\_\_\_ even longer. 5. (spend)  
6. (do)  
7. (work)
- ⌚ Stop \_\_\_\_\_ *short* breaks—but no more than 10 minutes. 8. (take)
- ⌚ Arrange \_\_\_\_\_ yourself a reward when you succeed in \_\_\_\_\_  
a task. Do something you enjoy \_\_\_\_\_. 9. (give)  
10. (finish)  
11. (do)
- ⌚ Consider \_\_\_\_\_ a support group for procrastinators. 12. (join)