Reading Passage

PROCRASTINATION

Procrastination is the habit of delaying tasks, even when we know they are important. Many people experience procrastinations at some point in their lives. It can be a small problem, like putting off cleaning the house, or a bigger one, such as waiting until the last minute to study for an exam or complete a work project. Procrastination often leads to stress and frustration, especially when time is running out.

There are several reasons why people procrastinate. One common reason is that the task feels too difficult or boring. When a task seems unpleasant, it is easy to find excuses to avoid starting it. Another reason is the fear of failure. Some people worry that they will not do a task well, so they put it off to avoid facing that fear. Additionally, distractions can make procrastination worse. For example, scrolling through social media, watching TV, or chatting with friends might seem more enjoyable than working on an important task.

Fortunately, there are ways to overcome procrastination. One helpful method is to break a big task into smaller, more manageable steps. This can make it feel less overwhelming and easier to start. Setting a specific time to work on the task and sticking to it is also effective. Another useful tip is to remove distractions while working. Turning off notifications and finding a quiet space can help improve focus.

Procrastination can be challenging, but understanding why it happens and learning how to manage it can lead to better productivity and less stress. By taking small, consistent steps, it is possible to build healthier habits and complete tasks on time.

Multiple Choice Questions:

1. What is procrastination?
    a) Starting tasks early
    b) Completing tasks quickly
    c) Delaying tasks even when they are important

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2. What kind of tasks do people often procrastinate on?

a) Easy and fun tasks

b) Difficult or boring tasks

c) Tasks they enjoy

3. Which of the following is a common result of procrastination?

a) Feeling relaxed

b) Increased stress and frustration

c) Increased productivity

4. What is one reason people procrastinate?

a) Because they are very confident

b) Because the task is exciting

c) Because they fear they won't do it well

5. What do distractions like social media and TV do?

a) Help people focus better

b) Make procrastination worse

c) Have no effect on procrastination

6. What is one method mentioned for overcoming procrastination?

a) Avoiding all work until the last minute

b) Breaking tasks into smaller, manageable steps

c) Working while watching TV

7. What can help improve focus while working?

a) Finding a quiet space and turning off notifications

b) Working in a noisy place

c) Keeping notifications on

8. What does setting a specific time to work on a task do?

a) Makes the task more difficult

b) Helps maintain focus and discipline

c) Increases distractions

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9. What can understand the reasons for procrastination lead to?

a) More procrastination

b) Better productivity and less stress

c) Ignoring tasks altogether

10. What is the ultimate goal of managing procrastination?

a) To build healthier habits and complete tasks on time

b) To avoid tasks permanently

c) To make tasks harder

Fill-in-the-Gap Exercise:

Complete the sentences using one word from the passage:

1. Procrastination is the habit of _____ tasks, even when they are important.
2. Many people experience procrastinations at some _____ in their lives.
3. One common reason for procrastination is that a task feels difficult or _____.
4. Distractions such as social media and TV can make procrastination _____.
5. To overcome procrastination, it helps to break big tasks into _____ steps.
6. Setting a specific _____ to work on a task can improve focus.
7. Removing _____ while working can help with productivity.
8. Understanding why procrastination happens can lead to less _____.
9. Consistent steps can help build healthier _____.
10. Managing procrastination allows people to complete tasks on _____.

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