

## VOCABULARY

### ORGANISATION

**1 A** Match 1–5 with a)–e) to make sentences.

- 1 Will you be able to meet
- 2 Well I'm ready! Shall we get
- 3 Do you think she's going to put things
- 4 My son always gets
- 5 I'm going to use my time

- a) started and open the meeting?
- b) distracted when he's doing his homework.
- c) off? She already has a lot of work to do.
- d) wisely and check my luggage while I'm waiting for the taxi.
- e) the deadline on this job or will you be late?

**B** Match the sentences in Exercise 1A with the responses below. Complete the responses with the words in the box.

ahead prioritising multitasking  
leave waste

- 1 Don't worry. I'll finish. I don't usually \_\_\_\_\_ time.
- 2 Tell him to finish it all \_\_\_\_\_ of time and then it won't be such a problem.
- 3 I don't think so. She probably wants to get it done fast and she is pretty good at \_\_\_\_\_.
- 4 Good idea as we have limited time. I'd like to start by \_\_\_\_\_ our most important tasks.
- 5 Yes, better not to \_\_\_\_\_ things to the last minute or you'll miss your flight.