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.

LIVEWORKSHEETS