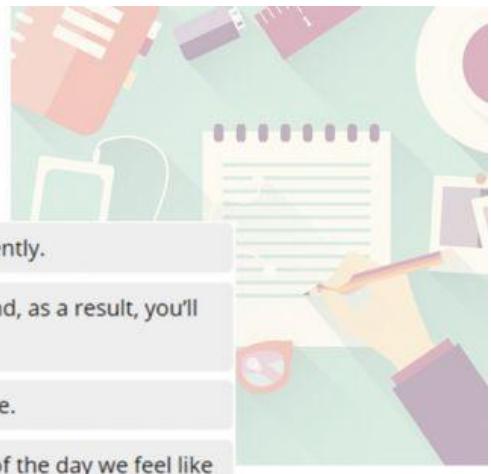## Writing: organizing a paragraph

Put the sentences into the correct order to form a paragraph.

In fact, being busy does not always mean that we are using our time efficiently.

If you don't prioritize your goals, you'll waste time on nonessential tasks and, as a result, you'll feel stressed and frustrated.

A good way to start your day is to make a list of goals to prioritize your time.

Many of us have days when we are incredibly busy all day, but at the end of the day we feel like we got almost nothing done.

Topic sentence

Point of view 1

Point of view 2

Concluding sentence