

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)