

Fill in the gaps with the words from the box:

SPEND	UNGODLY HOURS	TAKE YOUR TIME	TIME MANAGEMENT	MEET THE DEADLINES	LEAVE THINGS TO THE LAST MINUTE	RAN OUT
IN A RUSH	ESTABLISH A TIMELINE	TIME-CONSUMING	WASTE	STICK TO THE SCHEDULE	STRICT DEADLINE	

A

I'm [redacted]! I need to catch the bus in five minutes.

B

Don't worry, you still have time. [redacted] and breathe.

A

I like to [redacted] my time reading books.

B

That's a great way to relax and learn new things.

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A

I always waste _____ time watching videos on my phone.

Try to limit your screen time and focus on more productive activities.

B

A

He wakes up at _____ to go to work.

Working early in the morning can be challenging, but it's necessary for some jobs.

B

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A

is important for being productive.

B

Yes, it helps us prioritize tasks and make the most of our time.

A

Doing household chores can be

B

Yes, but if we divide the tasks and work together, it will be faster.

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A

Let's _____
for our project.

B

Good idea! It will help us stay organized and _____.

A

I always _____
and then panic.

B

Try to start earlier and break tasks into smaller steps to avoid stress.

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A I  of time to finish my homework.

B Don't worry, you can ask for an extension or finish it tomorrow.

A We have a  for submitting our reports.

B We need to work efficiently and submit them on time.

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