UNIT 3

Getting Things Done

PREVIEW

1 **Look at the pictures. Which person is a procrastinator? Which person is well-organized? Check (✓) the correct box.**



1. ☐ procrastinator ☐ well-organized



2. ☐ procrastinator ☐ well-organized



3. ☐ procrastinator ☐ well-organized



4. ☐ procrastinator ☐ well-organized



5. ☐ procrastinator ☐ well-organized

"Procrastination is the art of keeping up with yesterday and avoiding today."

~Wayne Dyer



2 **Match the sentences with similar meanings. Draw a line.**

1. I have a really urgent job.	a. I am really busy.
2. I've got a lot on my plate.	b. I have to get this done as soon as possible.
3. I need this a.s.a.p.	c. I don't want to take up more of your time.
4. I won't keep you then.	d. I'm working on a really important task.
5. I owe you one.	e. No problem.
6. No sweat.	f. I really appreciate your help.

LIVEWORKSHEETS