

11. Choose four problems and give advice. In each piece of advice, use one phrase in bold in ex. 10.

- A. I put off important tasks because they seem too hard or stressful.
- B. I try to do too many things at once, which makes it hard to finish anything properly.
- C. I get distracted by things like emails or social media.
- D. I say yes to everything so I end up having too many tasks.
- E. I spend too much time making everything perfect, which means I don't finish things on time.
- F. I do easy tasks first and then run out of energy for the important ones.
- G. I don't like asking for help so I'm often stressed and tired.
- H. I often feel like I don't do enough because I don't have a schedule and I rarely plan my day.

12. Read the situation and write six to eight things Ameera could do to improve her life in the areas below. Organize your list of tasks according to the Eisenhower Matrix. In pairs, exchange your matrixes, find the differences and discuss whose ideas are better.

Ameera wants to get promoted but the company doesn't have a different position for her. She also feels tired and often has headaches. Ameera thinks her life is boring and she doesn't socialize enough but she doesn't have time to change anything.

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