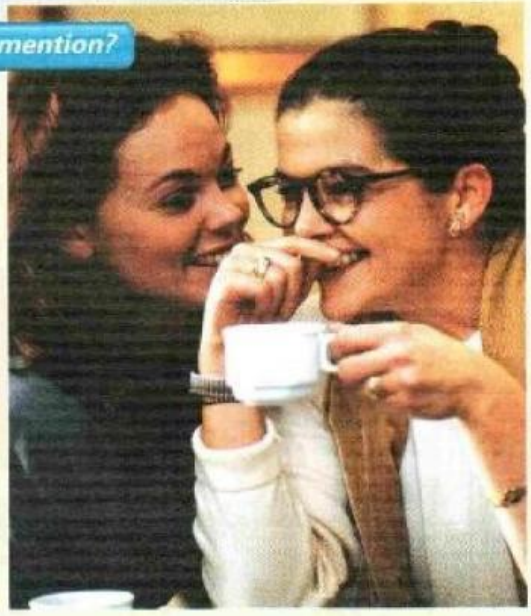
# Break Those Bad Habits

*Skim the article. What three bad habits does the article mention?*



Some people leave work until the last minute, a lot of us can't stop gossiping, and others always arrive to events late. These aren't serious problems, but they are bad habits that can cause trouble. Habits like these waste your time and, in some cases, might even affect your relationships. What can you do about them? Read this advice to end your bad habits for good!

## I Can Do It Tomorrow

1 PROBLEM: Do you leave projects until the very last minute and then stay up all night to finish them?

2 SOLUTION: People often put things off because they seem overwhelming. Try dividing the project into smaller steps. After you finish each task, reward yourself with a snack or a call to a friend.

## Guess What I Just Heard

3 PROBLEM: Do you try not to talk about other people, but can't help yourself? Do you often feel bad after you've done it?

4 SOLUTION: First, don't listen to gossip. If someone tells you a secret, just say, "Really? I haven't heard that." Then think of some other news to offer – about yourself.

## Never On Time

5 PROBLEM: Are you always late? Do your friends invite you to events a half hour early?

6 SOLUTION: Set an alarm clock. For example, if a movie starts at 8:00 and it takes 20 minutes to get to the theater, you have to leave at 7:40. Set the alarm to go off at the time you need to leave.

**A** Read the article. Then check (✓) the best description of the article.

☐ 1. The article starts with a description and then gives advice.
☐ 2. The article starts with a description and then gives facts.
☐ 3. The article gives the writer's opinion.

**B** Where do these sentences belong? Write the number of the paragraph where each sentence could go.

..... a. You can also ask a friend to come to your home before the event.
..... b. Ask yourself: "How would I feel if someone told my secrets?"
..... c. Do you ever make up excuses to explain your unfinished work?
..... d. Are you ever so late that the people you're meeting leave?
..... e. You can also ask a friend to call you to ask about your progress.
..... f. Are people afraid to tell you things about themselves?

**C** *Pair work* Can you think of another way to break each of these bad habits?



LIVEWORKSHEETS