

Put the number that corresponds to the missing sentence in the text below:

1. After all, nobody's perfect, not even perfectionists.
2. Then at the first opportunity, you absent-mindedly wash them off.
3. However, you never get round to actually writing one.
4. It's because you're over-ambitious.
5. It's time to make up your mind about what to do.
6. What's more, you're horrendously unpunctual.

THINGS TO DO

Do you find it difficult to carry out your plans and achieve your ambitions?

Does your list of things to do just keep getting longer and longer?

Do you feel overwhelmed by life? If so, it may be because you belong to one of these personality types.

You're disorganized. You never manage to do what you want because you keep forgetting what it is. You draw up a list of things to do, but then you can't remember where you put it. With great excitement, you write vital notes to yourself on the palm of your hand. _____ You can never find the document you want on your computer because your idea of a filing system is just to dump everything together in one big folder called 'stuff'.

You're easily distracted. You have no problems starting off, it's just you get sidetracked before the end. In the middle of a job, you find yourself daydreaming about your girlfriend, reminiscing about your childhood, watching a silly video on YouTube, or wondering what it's like to be a fly. As a result you seldom get things done. _____ You glance at a newspaper just as you're going out and then suddenly half an hour has gone by, and you're behind schedule again. Your friends say you'll be late for your own funeral.

You're a procrastinator. Your maxim is: never do today what you can put off till tomorrow. You know it's a good idea to compile a list of things to do. _____ 'I'll write that essay tomorrow,' you think to yourself. 'I work better under pressure.' But deep down you know tomorrow never comes. You're the wretched soul running around the 24-hour-store last thing on Christmas Eve desperately looking for presents. Author Douglas Adams said: 'I love deadlines. I like the whooshing sound they make as they fly by.' But deadlines just make you fall apart.

You're plagued by perfectionism. On the rare occasions you actually complete something, it's perfect. The only problem is you hardly ever finish anything you start. Anyone else would be proud of that sketch you're drawing, but you just crumple it up and toss it in the bin. You set yourself such high standards that almost nothing is good enough. The result is that you end up doing almost nothing.

You're energetic and efficient and you can multitask. Your friends watch in awe as you touch-type an essay, hold a conversation, play the recorder, and text a message — all at the same time! So how can it be that your list of things to do just gets longer and longer? _____ You try to do so much, you end up feeling totally stressed out, longing for an eight-day week that will, of course, never come. You shouldn't feel too gloomy if you have any of these flaws. _____ But nor should you just shrug your shoulders and mutter, 'that's the way I am'. No, what you should do is turn over a new leaf and follow my advice.

- Make a realistic list of things to do and give each one a deadline.
- Check your list every day at the same time: make it a routine.
- Prioritize: do the most urgent and important things first.
- Use those empty moments: you can get a lot done when the adverts/ads are on or when you're waiting for someone.
- Learn to multitask, but don't overstretch yourself.
- Whenever you tick something off, give yourself a prize — an ice cream, a session on a computer game or a walk in the park.

And finally, don't let fear of failure stop you from having a go. Remember, it's better to have tried and failed than never to have tried at all.