

Phrasal verbs – SET 2

set aside	set off	set back
set up	set down	set about
set in	set upon	set forth

Text 1: "The Power of Setting Goals"

Setting goals is an essential part of achieving success, both personally and professionally. The first step in achieving any goal is to set aside distractions and focus on what matters most. By organizing your time and environment, you create a space where you can fully dedicate yourself to your objectives.

To begin, you need to set up a plan. Whether it's for the day, the week, or even the year, having a structured approach helps you stay on track. A well-designed plan allows you to break down larger goals into smaller, more manageable tasks. This makes it easier to measure progress and make adjustments along the way.

As you begin working toward your goal, challenges are inevitable. Obstacles might set in, such as unexpected setbacks or distractions. However, staying focused on the task at hand can help you move past these difficulties. It's important not to be discouraged when things don't go as planned. When things go wrong, you simply need to set off again, knowing that progress is not always linear. In the process of goal setting, sometimes we need to set down our ideas and reassess them. This gives you the chance to reconsider your approach or adjust your goals to be more realistic. If you feel overwhelmed, don't be afraid to take a step back and set upon a new direction. Reflecting on your goals and intentions regularly is essential for maintaining momentum.

Every journey toward success comes with its challenges, and sometimes you may feel like you're being set back. But persistence and a positive attitude will help you set about achieving your goals, no matter how difficult they may seem at first. Keep pushing forward and continue to set forth with confidence.

1. What is the first step in achieving a goal, according to the text?
 - A. Set aside distractions
 - B. Set up a plan
 - C. Set forth with confidence
 - D. Set down your ideas
2. How does the text suggest you can stay on track with your goals?
 - A. By taking frequent breaks
 - B. By creating a well-designed plan
 - C. By working without a plan
 - D. By avoiding setbacks
3. What might **set in** during the process of goal achievement?
 - A. New ideas
 - B. Obstacles and setbacks
 - C. Confidence and motivation
 - D. Clear plans
4. What does the author recommend doing if things go wrong during goal pursuit?
 - A. Set aside the goal completely
 - B. Set off again and keep moving forward

- C. Wait for a better time
- D. Ignore the setbacks
- 5. What does **set down** your ideas allow you to do?
 - A. Reconsider and adjust your approach
 - B. Forget about your goals
 - C. Work faster
 - D. Ignore distractions
- 6. What does the phrase **set upon** suggest in the context of the text?
 - A. Reflecting on your current approach
 - B. Moving forward without thinking
 - C. Ignoring setbacks
 - D. Starting a new task immediately
- 7. According to the text, how should you handle setbacks?
 - A. Let them discourage you
 - B. Push forward and stay focused
 - C. Give up on your goals
 - D. Ignore them completely
- 8. What does **set about** achieving your goals imply?
 - A. Starting the journey to success
 - B. Becoming discouraged
 - C. Taking a break from your work
 - D. Giving up halfway
- 9. What should you do regularly according to the author?
 - A. Take a vacation
 - B. Reassess and adjust your goals
 - C. Ignore the progress
 - D. Complete all tasks at once
- 10. What is the overall message of the text?
 - A. Success comes easily without effort
 - B. Setbacks are to be avoided at all costs
 - C. Achieving goals requires focus, persistence, and reassessment
 - D. Setting goals is unnecessary if you're motivated

Text 2: "Effective Time Management Strategies"

Managing your time effectively can make a huge difference in your productivity and overall well-being. The first step to improving time management is to set aside a specific time each day to plan your tasks. This helps you stay organized and focused throughout the day.

Next, you should set up a daily schedule. Break your tasks down into smaller chunks, so that each one is manageable. Prioritize the most important tasks and leave less urgent ones for later. This will ensure that you are not overwhelmed with too much work at once.

As you begin working through your schedule, you may encounter unexpected events that could set in and disrupt your plans. For example, an urgent phone call or an unexpected meeting might cause a delay. In these situations, it's important to set off and continue working on the remaining tasks. Flexibility is key to maintaining productivity.

Sometimes, it's necessary to set down certain tasks that are not essential. This allows you to focus on more pressing matters and avoid wasting time on things that can be done later. If you find yourself getting distracted, take a break and then set upon the task again with renewed focus.

If you encounter obstacles or difficulties along the way, don't let them set back your progress. Instead, take a deep breath and set about finding a solution. With perseverance and a clear mindset, you can overcome challenges and continue toward your goals.

Finally, set forth with a positive attitude, remembering that time management is a process. Consistency and focus will help you achieve your desired results, and with time, you'll master the art of effective time management.

1. What is the first step to improve time management?
 - A. Set aside time to plan your tasks
 - B. Set up a meeting
 - C. Set forth with a plan
 - D. Set down distractions
2. What should you do after creating a daily schedule?
 - A. Set aside some tasks for the following week
 - B. Start working without prioritizing
 - C. Break tasks down into smaller, manageable chunks
 - D. Ignore unexpected events
3. What can cause a disruption in your schedule?
 - A. A clear plan
 - B. Unexpected events like phone calls or meetings
 - C. Staying focused all day
 - D. Finishing all tasks
4. What should you do when unexpected events disrupt your schedule?
 - A. Ignore the disruptions
 - B. Set off and continue working on the remaining tasks
 - C. Stop working and take a break
 - D. Postpone everything
5. Why is it important to **set down** certain tasks?
 - A. To focus on more important tasks
 - B. To ignore them completely
 - C. To finish all tasks at once
 - D. To delegate them
6. What does **set upon** mean in the context of the text?
 - A. Start working on a task immediately
 - B. Take a break before continuing
 - C. Assess the situation before proceeding
 - D. Ignore all tasks
7. How should you react if you encounter obstacles?
 - A. Let them delay your progress
 - B. Take a deep breath and find a solution
 - C. Give up completely
 - D. Wait for them to resolve on their own

8. What does **set about** finding a solution imply?
 - A. Taking immediate action to solve a problem
 - B. Ignoring the obstacle
 - C. Giving up on the task
 - D. Waiting for others to solve the issue
9. What is the author's advice for time management?
 - A. Focus only on urgent tasks
 - B. Be inconsistent and flexible
 - C. Set aside time, stay focused, and remain consistent
 - D. Avoid setting goals
10. What is the overall message of the text?
 - A. Time management is a one-time task
 - B. Effective time management is a consistent process
 - C. Distractions are a good way to improve productivity
 - D. Working longer hours is the key to success