

Matt: Hey, Joe, are you coming to the Film Society tonight?

Joe: Hi, Matt. I can't, because my essay (1)_____ is tomorrow, and I haven't finished it yet. I'm not good at finishing things on time.

Matt: Why don't you buy a (2)_____ and write your deadlines on it then you can always see what needs to be finished and have enough time to do it?

Joe: Yes, that's a good idea. Do you have any other (3)_____?

Matt: I wrote notes and stuck them on my door and my bathroom mirror. When you see notes all around, it's hard to forget what to do.

Joe: Okay. No sudden door (4)_____.

Matt: Another thing I do is I have an (5)_____ that reminds me a few days before each essay deadline. That way, I always have enough time to (6)_____ it. Why don't you do that too?

Joe: I don't think so. I don't remember things very well. And if I turn off the alarm, I'll (7)_____ the deadline too.

Matt: Okay, then I guess you should get a calendar and some (8)_____. Oh, and (9)_____ on only one thing at a time. I used to try to do many things all at once and couldn't finish anything in the end.

Joe: Good idea. I'll try to (10)_____ that. Thanks.

Matt: You're welcome.