

## work phrases

### 1 A Choose the correct word to complete the sentences.

- 1 I always turn off my phone when I'm working so I ..... concentration.  
**a** get      **b** lose      **c** forget
- 2 Andreas was ill last week so he ..... behind schedule with his work.  
**a** fell      **b** lost      **c** met
- 3 I find it easier to ..... distractions when I'm working at home instead of in the office.  
**a** keep      **b** avoid      **c** deal
- 4 Even though Josue works at home, he ..... to the same routine every day.  
**a** has      **b** gets      **c** keeps
- 5 Selma's new job is difficult, but she enjoys ..... with the challenge.  
**a** dealing      **b** meeting      **c** seeing
- 6 I ..... a lot done today – I finished a report, applied for a new job and went to three meetings.  
**a** had      **b** made      **c** got

### B Complete the article with the words in the box.

avoid    get    lose    meet    schedule    way

## How to achieve more at work

Whether you work in an office or from home, it's often difficult to stay focused on work and <sup>1</sup> ..... deadlines. The good news is that there are several things you can do to help you concentrate. So, if you're struggling to <sup>2</sup> ..... things done, try some of these tips.

- Try to <sup>3</sup> ..... distractions. Or, make an effort to reduce them as much as possible. Turn off the notifications on your phone, and tell people around you not to disturb you.
- Taking breaks helps you to complete tasks and ensure you don't fall behind <sup>4</sup> ..... Set a timer for twenty minutes and take a five-minute break when the alarm goes off. You'll be amazed at how much you can do in twenty minutes.
- The longer you work without a break, the easier it is to <sup>5</sup> ..... concentration. Get up and move around for a few minutes or go for a walk.
- Many of us are guilty of avoiding tasks we don't want to do, but if you get them out of the <sup>6</sup> ..... you'll feel more relaxed, and it'll be easier to do your other work.