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 don't _____ 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 [1] _____ deadlines. The good news is that there are several things you can do to help you concentrate. So, if you're struggling to [2] _____ things done, try some of these tips.

- Try to [3] _____ 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 [4] _____. 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 [5] _____ 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 [6] _____ you'll feel more relaxed, and it'll be easier to do your other work.

LIVEWORKSHEETS