Fill the gaps in the text with the words below.

prioritise	*ahead*	*distracted*	*to-do*	*multitask*
use	*planner*	*until*	*meet*	*waste*
done	*wisely*	*time*	*started*	*put off*

Hi!
My name is Marina. I am a teacher. I work for Streamline. My job requires a lot of responsibility and self-discipline. I always try to **1** _____ my time **2** _____. As a rule, I write a **3** _____ list for a week. It includes the lessons I have to give, meetings with my colleagues, discussions with students as well as some private matters. I prefer to **4** _____ tasks. It means I put jobs in order of which is most important. I generally get **5** _____ on a difficult job or a task I don't like. I don't **6** _____ doing boring or tiresome activities. I find it rather difficult to **7** _____, as it requires intense concentration and greater attention.
I do not tend to get **8** _____ easily. Oh, there are so many things that can make you **9** _____ time. For example, social networks or a new track by your favourite singer. If you tend to distract, you'll never get things **10** _____!
My supervisor says that I should always **11** _____ a deadline. I try to follow her advice and do things **12** _____of **13** _____. It's not a good idea to leave things **14** _____ the last minute. Life is so unpredictable!
So, I am definitely a **15** _____. Procrastination is not my cup of tea. And what about you?

LIVEWORKSHEETS