

Fill in the gaps in the text with the correct option (A-D). Only one answer may be possible.

Procrastination

What do you _____(1) it when you can't seem to get anything done? The correct term is procrastination. Procrastination is the habitual or _____(2) intentional putting off of tasks. This avoidance of doing what needs to be done is extremely common and can vary from an obsession with cleaning the house to the making of excuses. Naturally, getting in the way of progress and puts you at _____(3) with your own conscience.

Let's face it, we all have deadlines. Whether it be with university assignments or in the workplace, procrastination can obviously _____(4) a problem that can lead to further troubles. There are many reasons for procrastination and it must be said that it is not always a conscious _____(5). Many people _____(6) to procrastinate to avoid failure or looking incompetent in front of others, but others do it just because they have other priorities.

It is estimated that 80-85% of people _____(7) from this at some time in their life so there is no _____(8) in worrying too much about it. But, to set an example, if you have an exam next week, why not try a time management technique like "The Pomodoro Method" to make sure you stay on task.

Choose the best word from the following options:

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| 1. A. call | B. ring | C. phone | D. communicate |
| 2. A. odd | B. including | C. even | D. happens |
| 3. A. out | B. cross | C. purpose | D. odds |
| 4. A. turn | B. convert | C. become | D. realise |
| 5. A. choice | B. option | C. possibility | D. alternative |
| 6. A. accustomed | B. usually | C. tend | D. used |
| 7. A. prevent | B. harm | C. hurt | D. suffer |
| 8. A. reason | B. cause | C. point | D. worth |