Staying organized

A Read the article and replace the underlined definitions with a word or phrase which means the same from the box below.

tasks record plan motivated clean up objective schedule to-do list file

Ways to stay organized

The best way to keep on track and get everything done without missing deadlines is to first [1]get rid of, or throw away, anything you don't need, so that there is no clutter on your desk or workspace. This will make you less anxious and better able to work. [2]Put all documents away in folders, and then put these neatly away in drawers or cabinets.

Once you have done this, you can then write [3]a list of the things that you need to work on. After you have that down on paper, you can think about how to [4]divide your time or think ahead so what you need to do is achieved on [5]the date and time it is due. Keeping a [6]written document each day of what you have been working on will help you to meet the [7]main goal you are working toward. Dividing a large project into a series of smaller [8]jobs is a helpful way to stay on track with the work you need to finish, and you should also allow yourself time to see what you have achieved as this makes you feel [9]encouraged.

1…….. 6……..

2…….. 7……..

3…….. 8……..

4…….. 9……..

5……..

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