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** get

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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.

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