

Fill the gaps in the text with the words below.

prioritise
use
done

ahead
planner
wisely

distracted
until
time

to-do
meet
started

multitask
waste
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?