

Answers to Organising your time – exercises**Preparation**

- | | |
|------|------|
| 1. f | 5. c |
| 2. a | 6. b |
| 3. d | 7. h |
| 4. e | 8. g |

1. Check your understanding: true or false

- | | |
|----------|----------|
| 1. True | 5. False |
| 2. True | 6. False |
| 3. False | 7. True |
| 4. True | 8. True |

2. Check your understanding: gap fill

- | | |
|-----------------|-----------|
| 1. time | 5. breaks |
| 2. productivity | 6. item |
| 3. task | 7. five |
| 4. timer | 8. list |

3. Check your vocabulary: gap fill

- | | |
|---------------|--------------|
| 1. effective | 5. timer |
| 2. productive | 6. satisfied |
| 3. sensible | 7. long |
| 4. separate | 8. manage |