

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

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

1. Check your understanding: true or false

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

2. Check your understanding: gap fill

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

3. Check your vocabulary: gap fill

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