

**1. Complete the sentences according to the text.**

- a)** You ..... when you surf on the internet instead of preparing for a school project with a close deadline.
- b)** Don't forget to ..... yourself as you make progress. For example, listen to a nice song or two.
- c)** Imagine the moment you finish the task at hand and don't forget to ..... with family or friends.
- d)** Do not ..... yourself with the amount of your task. Break it into smaller steps.
- e)** Leave your ..... at least once a day and do not let yourself lose contact with your work.