

Answers to Stop wasting time – exercises**Preparation**

1. waste
2. start off, end up
3. turn off
4. look up
5. need

1. Check your understanding: reordering

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| 2 | Turn off your music. |
| 1 | Take away the things that stop you working. |
| 5 | Turn off your phone. |
| 4 | Have something to eat and drink on your desk. |
| 3 | Put your pet outside. |
| 6 | Turn off your instant messages. |

2. Check your understanding: true or false

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