

C1 / Task2

Read the following text. Parts of some sentences have been removed from the text. Choose the most suitable part from the list (A-N) to fill in each gap (11-20) in the text. There are three extra parts that you will not need. The first answer is given as an example. The use of dictionaries is NOT permitted.

Maximum score: 10 points

0.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.
A										

Why you should manage your energy not your time

For ten years, Lisa Congdon’s days were packed like a “can of sardines.” Juggling between five and 20 projects **(0) at any one time (A)**, she tried to squeeze as much into her daily work schedule as she could.

Finally, in the tenth year of her career, she started to have physical symptoms as a result of the stress – chronic back pain, upper neck pain and headaches.

“I was waking up with anxiety, **(11)** _____ in the pit of my stomach, and I had trouble sleeping,” she says.

Many of us have felt that there are not enough hours in the day to do everything we need to do. Tasks that should take only a few minutes can stretch into hours, all while **(12)** _____.

For most, the solution is to work later into the evening or even over the weekend, **(13)** _____ feeling exhausted, stressed and burned out. But what if working less **(14)** _____ getting more done?

Previously, Lisa Congdon would often work from eight in the morning until seven at night without a break.

It’s an easy **(15)** _____ – it’s drilled into us that working solidly for eight or more hours will increase our output and impress our colleagues and managers. But in reality, even the traditional nine-to-five workday is **(16)** _____.

Knowing something had to be altered, Congdon restructured her day to achieve **(17)** _____, without working around the clock. She decided to split her day into fewer 45-minute segments, and aimed to maximise her productivity **(18)** _____.

The key to maintaining focus and energy in shorter bursts was to apply flexibility to those segments. Getting rest within her workday helped **(19)** _____ and therefore achieve better results within the allotted time for working, Congdon found.

This makes sense in the light of research that has found our productivity has less to do with the amount of hours **(20)** _____ and more to do with the rest we have.

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A. at any one time	H. the odds of costly mistakes
B. come up with creative solutions	I. the same amount of output
C. feeling a sense of tension	J. trap to fall into
D. lower stress levels	K. we squeeze out of the working day
E. not conducive to productivity	L. were the key to
F. other work mounts up	M. which leaves many of us
G. set their most productive employees apart	N. within those strict time sessions