

Worksheet: How to Stay Motivated

Comprehension Questions

- 1. The article recommends designing your workspace...**
 - a. from a very minimalist perspective
 - b. in a way that helps you be productive
 - c. with inspirational images
- 2. According to the text, established routines...**
 - a. are the best way to be consistently productive
 - b. make you more creative
 - c. might cause you to get stuck
- 3. When you make a list...**
 - a. it makes the number of tasks seem greater
 - b. it helps the tasks seem achievable
 - c. it gives you a concrete reminder
- 4. If you want to write a book, you should...**
 - a. ask for help in organizing the project
 - b. focus on getting small parts of it done
 - c. make it the first task you work on every day
- 5. One important aspect to the "reward" is that it should...**
 - a. be something you can do with other people
 - b. be totally different from the task
 - c. have a specific limit
- 6. The final tip says you should NOT...**
 - a. pressure yourself to do too much
 - b. eat while working
 - c. sleep too much

Discover New Words

Choose the best definition for the vocabulary word in **bold**.

1. If your space isn't **conducive** to work, you're apt to become scatter-brained.
 - a. comfortable, enjoyable
 - b. helping, contributing
 - c. reserved, protected

2. Ask yourself: do you feel **burnt out**? Perhaps you're in a rut, and that's what is slowing you down.
 - a. angry or upset about your responsibilities
 - b. completely exhausted by too much work
 - c. excluded by your coworkers

3. Maybe working at a different time of day, or from a different location, will be a **breath of fresh air**.
 - a. healthy for you, physically and mentally
 - b. necessary for survival
 - c. something new/different, and pleasant

4. A slew of chores rattling around in your head always seems less **daunting** and more manageable when outlined on paper.
 - a. boring, completely lacking fun
 - b. clear, obvious to anybody
 - c. intimidating, causes fear or apprehension

5. Because that task is more achievable, you're more likely to **dive in** and finish.
 - a. perform excellently
 - b. start enthusiastically
 - c. understand easily

Check your answers before continuing to the next quiz.

Vocabulary Quiz

Complete each sentence with a word from the box. Three words are not used.

apt	cluttered	dive into	sheer	supercharged
burnt out	conducive	peak	sidetracked	tedious
change of pace	daunting	rut	slew	vary

1. The needs of our clients _____ - we've helped everyone from independent artists to small businesses.
2. Before we _____ this project, let's make sure everyone understands their roles.
3. Customers are having a hard time finding things in the store because the shelves are so _____.
4. Hey everyone - let's try to stick to the meeting agenda and not get _____.
5. I took pages and pages of notes by hand, and now I have the _____ job of typing them all up.
6. There's a _____ of requirements you have to meet in order to be a pilot.
7. If you criticize his work, he's _____ to take offense.
8. My dad quit his 25-year career in advertising, saying he needed a _____.
9. She's been working two jobs for the past year, so she's feeling rather _____.
10. The prospect of reading a 700-page novel might be _____, but the story's actually quite interesting.
11. At its _____, the factory produced 100,000 pairs of shoes per year.
12. If there are too many kids in the classroom, then the environment is not _____ to learning.

Answers

Comprehension Questions

1. b
2. c
3. b
4. b
5. c
6. a

Discover New Words

1. b
2. b
3. c
4. c
5. b

Vocabulary Quiz

1. vary
2. dive into
3. cluttered
4. sidetracked
5. tedious
6. slew
7. apt
8. change of pace
9. burnt out
10. daunting
11. peak
12. conducive