Everyday life can be chaotic sometimes. Between grocery shopping and cooking dinner, running errands and paying bills, it can be easy to get overwhelmed. One way to avoid feeling stressed is to have a game plan ready. You may not need one every day, but on those days when you have a lot to do, prioritizing can help you get things done in a more efficient manner.

Getting everything done may seem like an impossible task, but when you find ways to prioritize, you might find that some things are more important than others, and that some can be crossed off your list completely. It's all about knowing what needs to be done and finding the most efficient way to do it.

One idea is to map out what you will be doing and where. For example, if you have to go downtown to pick up the dry cleaning, then dropping off that overdue book at the nearby library on the way can save you a trip. However, if you don't plan out your route, you may find yourself making multiple trips when just one could have sufficed. Gas can be costly, so making unnecessary trips can be bad for the budget. Save yourself both time and money by thinking about where you need to go and determining whether you can accomplish multiple tasks at the same time.

If you have errands to run that are within walking distance from home, consider getting them done on foot instead. It might take a little longer than driving would, but instead of piling your children into the car, put them into the stroller and walk if weather permits. Is walking the dog on that to-do list? Bring him along. You can achieve your post office run and walk the dog all while getting some exercise at the same time.

When mapping out your daily errands, leave yourself plenty of time to get things done. Many people find it difficult to balance running errands with work or spending time with family, and procrastinating will only add to that feeling of stress.

Lists and game plans can help you keep track of your tasks, but they don't always work out exactly the way you expect. Your list should be only a guide to help you manage your time, so don't get too down on yourself if you don't get everything accomplished. If there are certain tasks you absolutely have to get done by a certain date or time, make sure you list them as priorities.

However you decide to organize your daily errands, it's important not to stretch yourself too thin. If you need to, pencil in a relaxing day at the spa or just some time to relax by yourself so you don't get overwhelmed.

1. Why is prioritizing important?
2. Why is it a good idea to record where you have to go on your errands?
3. How can you avoid getting stressed while completing your tasks?

Is it difficult for you to manage your time and plan everything in advance?
БЛОК 2. ВАРИАНТ 2

Выберите один правильный вариант из предложенных в скобках:

For 1 (seventeen-years-old, seventeen-year-old, seventeen-year's-old) Steve Ellison, life is particularly busy right now. He's revising for some important exams but he still manages to find time for his favourite free-time activities, 2 (they, it, which) include long-distance running. "It's funny," he says, "I only took 3 (to, for, after) it recently when I found it helped me wind down, because at school I never looked forward 4 (at, for, to) those cross-county runs we 5 (have, had, must) to do every Monday morning. Yet nowadays I run a lot at weekends, and I do some voluntary work with local kids at the sports centre." As 6 (well, good, fine) as doing plenty of exercise, he also tries to maintain a healthy diet. "I 7 (have told, had told, was told) myself I must always eat a variety of health food, with lots of fruit and green vegetables, though if I'm out with my mates I may give 8 (up, in, it) to temptation and have a burger and chips. I never drink coffee, though, because it makes you 9 (say, talk, tell) and act nervously, and it keeps you awake at night, 10 (either, too, else), which is bad for your stress level."
When cats were domesticated

3. 0 The cat has been around for a long, long time. Fossil of cats have been found which are millions of years old!

3. 1 In Europe, however, there were probably no tame cats until after AD 1000. In ancient times, the Europeans had quite a different attitude towards the cat than the Egyptians did.

3. 2 The best guess we have is that about 5,000 years ago these wildcats were domesticated for the first time.

3. 3 Probably our varieties, or breeds, of domesticated cats all came from two or three of the small wildcats that existed in Europe, North Africa, and Asia thousands of years ago.

3. 4 The domesticated cat we know today is the descendant of the wildcat, but just which wildcat we do not know, because it happened so long ago.

3. 5 But the death of a temple cat was mourned by the whole city. Many mummies of cats have been found, prepared in the same way as the mummies of kings and nobles. The penalty for killing a cat was death!

3. 6 They thought of it as an evil spirit rather than a god. The devil was often pictured as a black cat, and witches were supposed to take the shape of cats.

3. 7 Nowadays, the breeds of domestic cats and individual cats vary from each other as much as the different breeds and individual dogs do.

3. 8 We know that 4,000 years ago the Egyptians had tame cats. In fact, the Egyptians worshipped the cat as a god.

3. 9 When a house cat died, the Egyptian family and servants shaved their eyebrows and went into mourning.

3. 10 Their goddess Bast, or Pacht, was shown in pictures with a cat’s head, and sacrifices were offered to cats.

3. 11 Probably the most easily recognized groups are the short-haired cats and the long-haired cats. The Angora and the Persian are the best-known long-haired cats.