

## WORK – Getting down to work

### TRANSCRIPT

I find it really hard to **get down to work**. If I have something important to do I spend a lot of time **sitting around** thinking about what **I'm going to** do and how **I'm going to** do it and when **I'm going to** start and then when I look at my watch it seems like half the day's gone already. I'm really good at **putting work off** and finding something better to do instead. And it's really frustrating so I get to the end of the day and I feel angry with myself that I've **wasted time** and I haven't done as much as I really hoped to do.

I think I'm a bit of a **daydreamer**. I know when I was at school I was a terrible **daydreamer**. I spent a lot of time **staring out of the window** thinking of things I'd rather do than **being stuck inside** a classroom. I always thought **I'd rather be** out kicking a football around **with my mates** or I used to daydream I was an astronaut flying through space. I don't do that anymore, but I know I waste a lot of time.

I think the worst thing is we **tend to** work on computers a lot. I know I tend to do a lot of my work on computers and I can sit there **staring at the screen** for a long time trying to think of how to start my work or I **get distracted by** things on the Internet, checking emails or checking the news and seeing what's happening in the world so I have to be really **disciplined** and I'm not great at doing that so I think the best thing to do is maybe **draw up a plan**...have a plan of what **I'm going to** do and **set myself targets for the day**. If I **meet those targets** then I can reward myself with...I don't know...a cup of tea or a bar of chocolate or something like that.

## VOCABULARY

**get down to** – eventually start to do something after a delay

**sitting around** – being seated, waiting, wasting time

**putting something off** – delaying, postponing something you should do

**waste time** – use your time badly, not productively or usefully

**daydreamer** – someone who thinks about being somewhere else, doing something else

**staring** – looking at something for a long time, often thinking about other things

**stuck inside** – trapped, unable to leave, not free to go out

**I'd rather** – I would prefer to

**mates** (Br. slang) – friends

**tend** – this is normal or usual

**get distracted by** – something more interesting takes your attention

**disciplined** – controlled, well-behaved

**draw up a plan** – make, write a plan

**set myself targets** – organise goals, things you want to achieve

**meet those targets** – achieve your goals

## GRAMMAR

### Plans and intentions – present progressive/going to/will

***I'm going** to Spain next week. I already have a ticket*

Use present progressive for **arrangements** that won't change

***I'm going to go** to Spain this year, because I really want to*

Use going to + verb for **intentions**

***I'll probably go** to Spain this year*

Use will + probably + verb when you're **almost certain**

***Maybe I'll go** to Spain, but I might go to Portugal instead*

Use maybe + will + verb when you're **not sure**