1.The **headline** of the article **is** *TIME MANAGEMENT HORSE RACE.*

2.The article **is written by** *Dr. Donald E. Wetmore.*

3.In this article **the author compares** our life **with** \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ and **gives tips** / **suggestions** *how to win the race / to be more effective/ successful/ to increase your results.*

4.In the beginning of the article **the author states that** like first place winners in the horse race we \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_- \_\_\_\_ double our efforts to get twice as much in life. We only need to get a nose ahead.

5.Then **he provides** \_\_\_\_ suggestions that may help to do it.

6.**The first suggestion** the author gives **is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. You should plan your day \_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ in order *not to be distracted / to stay on course* during your day. Moreover, you should \_\_\_\_\_\_\_\_\_\_\_ all you want to do and start with \_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ items.

7.**The second one** **is** \_\_\_\_\_\_\_\_\_\_\_\_\_. The **author refers to** "Parkinson's Law" that is "a project tends to expand with the time allocated for it." So, the more you \_\_\_\_\_\_\_\_\_\_, the more you \_\_\_\_\_\_\_\_\_.

8.**The third recommendation is** a clean desk and \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ because items in our field of vision \_\_\_\_\_\_\_\_\_\_ us.

9.**The fourth tip** **is** to restrict \_\_\_\_\_\_\_\_\_\_. **The author calls** them the top institutional \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_. To decide whether to attend them or not **he offers** to \_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ like "Is this meeting necessary?".

10.**The final tip is** to handle paper \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_: if it can be responded to \_\_\_\_\_\_\_\_ respond then and \_\_\_\_\_\_\_\_. If it requires \_\_\_\_\_\_\_, schedule it and then put it away.

11. In conclusion **the author wishes** enjoying the \_\_\_\_\_\_\_.

12. In my opinion…

Does the metaphor make sense to you?

What did you learn from the article? (Be specific)

Do you agree with the author? (in general, details) Are there any different views on the topic? (overplanning puts a lot of stress?)