



## Unit 8 – Staying fit and healthy

Solution: see Audioscript

**Task 06 Giving advice. Fill in the missing words from the box.**

small issues – well – interesting – troubling – problem – homework – talk about it tired –  
good idea – exercises – solve – Pareto principle – focus

Martha: Hi Dave. How are you?

Dave: Hi Martha. I'm feeling a bit \_\_\_\_\_, although I had enough sleep, last night.

Martha: Is there something \_\_\_\_\_ you?

Dave: Recently, a few things have happened. It hasn't been going so \_\_\_\_\_, lately.

Martha: Do you want to \_\_\_\_\_?

Dave: Well, maybe that's a \_\_\_\_\_. I really could do with somebody to talk to about it all right now. I was always good at school, but now there are so many new things to learn. I just don't know how to deal with everything.

Martha: Actually, I had the same \_\_\_\_\_ in the beginning, so I talked to my teacher about it and she told me about the \_\_\_\_\_. It's used to manage tasks. This Pareto principle says you only need 20% of your time to do 80% of the work. However, for the remaining 20% of the work you need the remaining 80% of your time!

Dave: So, when I'm doing my \_\_\_\_\_, I could do 80% of it in one hour, but for the last 20% I need four hours?

Martha: Unfortunately, yes, that's right. Sometimes, when we're working on something, a small problem that needs a lot of time to \_\_\_\_\_ just distracts us. However, if you \_\_\_\_\_ on the main parts, you can save a lot of time.

Dave: And if there is any time left, I can then take care of the \_\_\_\_\_. That really sounds useful. I'll give it a try. I also read in a newspaper article that certain foods as well as some \_\_\_\_\_ could help to improve learning.

Martha: That sounds \_\_\_\_\_. Can you tell me more about it? [...]