

# Managing your time

aim \_\_\_\_\_

concentrate on \_\_\_\_\_

forget \_\_\_\_\_

intend \_\_\_\_\_

look forward to \_\_\_\_\_

miss \_\_\_\_\_

put off \_\_\_\_\_

regret \_\_\_\_\_

remember \_\_\_\_\_

spend time \_\_\_\_\_

take part in \_\_\_\_\_

waste time \_\_\_\_\_