Directions:
1) Read the essay. Some of the sentences may contain errors in subject-verb agreement. Other sentences are correct as they appear.
2) Make corrections as needed.

There are always some people who get more work done on the job than others. How do they manage it? The answer to this question doesn't necessarily depend upon what they know, but, rather, upon how they work. Each of us needs a plan for getting our work done. Here are two ideas that help to speed the job along.

First, as each work week ends, make a general plan for the following one. Then, on Monday, break down the plan into smaller tasks. Each of your tasks takes its place on your "to do" list. Work to check off all the items on your list by the end of the day.

Second, decide to work uninterrupted for a certain amount of time. Everybody in an office likes to talk, but you can control how much you socialize. Just tell anyone who stops by to chat that you'll talk to that person later.