

100 words and phrases

English-Russian

FROM THE BOOK on how to

- plan better
- stop procrastinating
 - prioritize
- stay motivated
- get the most of your day

EAT THAT FROG

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*Abbreviations: sb – somebody, sth – something

WORD	PRONUNCIATION	MEANING	RUSSIAN
SWAMPED	[swɑ:mpt]	to have more of sth than you can deal with	заваленный работой
TO GET CAUGHT UP		to compensate for time lost	наверстать
TO IMMERSE ONESELF INTO	[ɪ'mɜ:s]	to become involved in	погрузиться в
SINGLE-MINDEDLY	[ˌsɪŋgl 'maɪndɪdli]	in a determined manner	настойчиво
OVERALL	[ˌoʊvər'ɔ:l]	general	общий
OUTPUT	['aʊtpʊt]	amount produced	отдача, результат
SMORGASBORD	['smɔ:rgəsbo:rd]	an extensive variety	разнообразие
TO BRING ABOUT		to make sth happen	приводить к
OVERWHELMED	[ˌoʊvər'welmd]	to feel bad cause you have too much to deal with	перегруженный
TO RUN CIRCLES AROUND		to go beyond in excellence or achievement	превосходить, опережать
TO TACKLE (TASKS)	['tækəl]	to make an effort to deal with a problem	приниматься за
TO OVERCOME		to succeed in dealing with	преодолеть
TO GET ON WITH		to do without delay	браться за
PAYOFF	['peɪ ɑ:f]	a reward from sth you've done	вознаграждение
A SURGE OF	[sɜ:rdʒ]	a sudden increase of a strong feeling	выброс энергии
TO TRIGGER	['trɪgə]	to make sth happen suddenly	вызывать
ENHANCED	[ɪn'hɑ:nst]	improved, increased	улучшенный, увеличенный
TO TAKE ON		to begin to have a particular quality	приобретать
TO BACK		to support	подкреплять
ON A CONSISTENT BASIS		the way things are organized or arranged	стабильно
VIRTUALLY		almost	практически
TO DEVIATE FROM	['di:vɪət]	to be different from sth	отклоняться от
VAGUENESS	['veɪgnəs]	the quality of not being clear	неопределенность, нечеткость
FUZZY	['fʌzi]	confused and not expressed clearly	неопределенный, туманный
TO STRIVE	[straɪv]	try very hard to achieve sth	стараться, прилагать усилия
TO SCRAMBLE	['skræmbəl]	to move quickly, especially with difficulty	карабкаться, взбираться
TO LEAN AGAINST	[li:n]	to rest on or against sth for support	прислонить, приставить
LIKELIHOOD	['laɪklihʊd]	probability	вероятность
TO LAY OUT		to present sth (a plan) clearly and carefully	представить
TO PUSH FORWARD		to continue moving/with a plan	продвигать(ся) вперед
TO GALVANIZE sb INTO	['gælvənaɪz]	to make sb take action by shocking or exciting them	побуждать к действию
TO MAKE OUT		to write out	составлять (список)
TO SORT OUT		to organize	рассортировать, распределять
ITEM	['aɪtəm]	one thing on a list of things to do	пункт
TO TICK OFF		to mark a checklist item	отмечать галочкой
TO PROPEL FORWARD	[prə'pel]	to move forward or in a particular direction	продвигать вперед
SMOOTH	[smu:ð]	to happen without any problems	беспрепятственно, спокойно
TO TURN OUT TO BE		to be discovered to be	оказываться
ADAMANTLY	['ædəməntli]	firmly	решительно
TO ACCOMPLISH	[ə'kɑ:mplɪʃ]	to succeed in sth	достигать

UPWARD	[ˈʌpwərd]	pointing towards a higher place	вверх
TO END UP		to arrive at a final condition	оказаться
TO DELAY	[dɪˈleɪ]	to not do sth until a later time	отсрочивать
GRATIFICATION (formal)	[ˌgrætɪfɪˈkeɪʃn]	the state of feeling pleasure	удовлетворение, вознаграждение
FIELD		a subject that sb works in or is interested in	область, сфера деятельности
INEVITABLY	[ɪnˈevɪtəbli]	certain to happen	неминуемо
LACK OF		the state of not having (enough) of sth	отсутствие ч-л
UNDERACHIEVEMENT	[ˌʌndəreɪˈtʃiːvmənt]	the fact of doing less well than you could do	низкая эффективность
TO GULP (DOWN)	[gʌlp]	to swallow large amounts of food or drink quickly	проглатывать
TADPOLE	[ˈtædpʊl]	the young form of a frog or toad	головастик
TO RUN OUT OF		to use up a supply of, have no more of	израсходовать, остаться без
TO PILE UP		to become larger in quantity or amount	накопиться
STACKS (informal)	[stæk]	a large number or amount of sth; a lot of sth	куча, груда, множество
TO GO THROUGH		to look at or examine something carefully	просмотреть, изучить
BACKLOGGED	[ˈbækloʊgd]	uncompleted, accumulated	невыполненный, в очереди
OVERRUN	[ˈoʊvərʌn]	the act of taking more time or money than was intended	перерасход, превышение запланированных затрат
IN THE LONG TERM		over an extended time in the future	в долгосрочной перспективе
TO ADD ON		to include sth extra	добавить
SUBORDINATE	[səˈbɔːrdɪnət]	being in a lower order or rank	подчиненный
CRYSTAL CLEAR	[ˌkrɪstl ˈkliə]	very easy to understand; completely obvious	не оставляющий сомнений
CORE QUESTION	[kɔː]	the most important question	основной вопрос
AT THE MERCY OF	[ˈmɜːrsɪ]	in the power of	во власти
TO PUT OFF		to delay until later	отложить
COURTEOUSLY	[ˈkɜːrtiəsli]	in a polite way, showing respect	обходительно
SPARE TIME	[speə]	free time	свободное время
TO PICK UP		to take hold of sth and lift it up	поднять
TO PUT DOWN		to stop holding sth and place it on sth	положить
AT ALL COSTS		whatever is needed to achieve sth	во что бы то ни стало
ONGOING	[ˈɔːŋɡoʊɪŋ]	continuing to exist or develop	постоянный, непрерывный
AVID	[ˈævɪd]	very enthusiastic about sth	страстный, заядлый
TO CUT DOWN ON		to reduce the size, amount or number of sth	сокращать потребление ч-л
TO FREE UP		make available (informal)	высвободить
TO COUNT		have importance	играть важную роль
TO LAUNCH oneself INTO	[lɔːntʃ]	to begin sth in an enthusiastic way	с энтузиазмом пуститься
UPCOMING	[ˈʌpkʌmɪŋ]	going to happen soon	предстоящий
MILD	[maɪld]	not severe or strong	несерьезный, безобидный
OUT OF HABIT		do sth automatically	по привычке
TO TAKE AWAY FROM		to make the effort or value of sth seem less	отнять, забирать
SPRINGBOARD (for/to)	[ˈsprɪŋbɔːrd]	sth that helps you start an activity	трамплин, отправная точка

ON THE PAYROLL	[ˈpeɪrəʊl]	employed by a company	на ставке
TO BE WILLING TO		not objecting to doing sth	готовый, намеревающийся
BY THE SAME TOKEN	[ˈtəʊkən]	by the same reasons	схожим образом
DRAG		something stopping progress	бремя, обуза, тормоз
FRICTION	[ˈfrɪkʃn]	disagreement, conflict	замедление работы, трения
TO HOLD BACK FROM		to hesitate or to make sb hesitate to act	тормозить, сдерживать
REVERSE	[rɪˈvɜːrs]	the opposite of what has just been mentioned	противоположность
APPRAISAL	[əˈpreɪzəl]	a judgement of the value, performance or nature of sb	оценка
TO DOWNSIZE	[ˈdaʊnsaɪz]	to reduce in size	уменьшить (размер)
TO POP (informal)		to suddenly appear, especially when not expected	неожиданно появиться
SNAPSHOT	[ˈsnæpʃɑːt]	a brief summary or profile	краткое описание
IDLE	[ˈaɪdl]	with no particular purpose or effect; useless	беспольный
CHIT-CHAT (informal)	[ˈtʃɪt tʃæt]	conversation about things that are not important	болтовня
TO LOSE SIGHT OF		to stop considering sth; to forget sth	упускать из виду
TO RUN IT UP THE FLAGPOLE (to see who salutes it)	[ˈflæɡpəʊl]	present [sth] to gauge interest	прозондировать почву
TO PERISH (formal, literary)	[ˈperɪʃ]	to die	погибнуть
TO STEER	[stiə]	to move in a particular direction	следовать, держать курс на
TO TAKE STOCK OF		to examine, evaluate	(критически) оценивать
CHOKEPOINT	[ˈtʃɒk.pɔɪnt]	a place of greatest congestion (and hazard); bottleneck	"бутылочное горло", узкий проход
TO REVAMP	[ˌriːˈvæmp]	to make changes, usually to improve its appearance	преобразовать, переделать
TO RAISE THE BAR		to set a new, higher standard of quality or performance	поднимать планку, повысить требования
TO GO THE EXTRA MILE		to make a special effort to achieve sth, help sb etc.	выложиться на все сто

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