Name: _____

Date: _____

A quiet place to write

I move a chair closer to the window and open my notebook. The desk is clear, and the room is quiet. I choose one small task before I begin. A cup of water stands beside the lamp, away from the edge of the paper.

Outside, a few leaves move in the morning light. I write the date at the top of a fresh page and think about what I want to remember. There is no need to finish everything at once. I start with a few lines, pause to read them, and leave the desk ready for another quiet morning.

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A walk after lunch

After lunch, I put on my coat and step outside. A narrow path leads past the garden and down to the pond. I walk at an easy pace and notice the small changes along the way. The ground is dry beneath the trees, but a few puddles remain near the gate. At the pond, I stop beside an empty bench and watch the water move. A neighbour passes with a dog and waves before turning towards the bridge. I return by the same path, open the garden gate, and put my coat on its hook inside the door.

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Making room on a shelf

A shelf beside my desk has become crowded with books and loose papers. I take everything down and sort it into small groups. The books go back first, with the tallest ones at the end. I place the papers in a folder and keep a small notebook within reach. Behind an old book, I find a card from a friend and stop to read the message. I put the card beside the lamp, where I can see it. There is still a little room on the shelf. I leave that space empty instead of filling it with things I rarely use.

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A change of plan

I had planned to sit outside with a book, but dark clouds gather above the street. When the rain begins, I move my chair indoors and close the window halfway. I make a warm drink and choose a place beside the lamp. The book opens at a page I marked last week. For a while, I listen to the rain and read without looking at the clock. Later, the clouds begin to clear, and light reaches the far wall. I take my empty cup to the kitchen. The plan has changed, but I have still enjoyed a quiet hour.

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Sharing a reading corner

My friend and I want a small place to read in the afternoon. We move two chairs beside a low table and bring a lamp from the other room. A basket holds the books we have not finished. We leave enough space between the chairs to walk through without moving anything. My friend chooses a story, while I open a book about gardens. We read for a while and then share something interesting from each page. Before we leave, we return the books to the basket and switch off the lamp. The corner is ready for another quiet afternoon.

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Date: _____

Getting ready for tomorrow

Before I go to bed, I look at the short list in my notebook.

There are a few things to do tomorrow, but they do not all need to happen at once. I choose the first task and put the things I will need beside my bag. A library book goes near the door so I will remember to return it. I check the time of my meeting and write it clearly beneath the date. Then I close the notebook and leave it on the desk. In the morning, I can begin without searching through the room or trying to remember every small detail.

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