

CHAPTER 2: Making the Most of Your Time

Multiple Choice Questions

1. In your textbook, a record of how you spend your time, including interruptions, is called
 - A. a time log.
 - B. a master calendar.
 - C. a weekly calendar.
 - D. a time sheet.

2. A _____ shows the entire college term on one page and includes all assignments and important activities.
 - A. time management chart
 - B. to-do list
 - C. weekly timetable
 - D. master calendar

3. To figure out the best use of your time, you need to determine your
 - A. goals.
 - B. free time.
 - C. priorities.
 - D. prime time.

4. When you organize your time, you should fill in schedules in the following order:
 - A. daily to-do list, weekly timetable, master calendar.
 - B. weekly timetable, master calendar, daily to-do list.
 - C. master calendar, daily to-do list, weekly timetable.
 - D. master calendar, weekly timetable, daily to-do list.

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5. Tasks and activities that you need and want to do, rank-ordered from most to least important, are called
- A. priorities.
 - B. to-do lists.
 - C. short-term goals.
 - D. time logs.
6. Which of the following is an effective way to take control of your time and follow your intended schedule?
- A. Frequently check your smart phone for messages.
 - B. Plan as if you'll never be inconvenienced by an emergency.
 - C. Avoid procrastination.
 - D. Say "yes" to as many activities as possible.
7. Which of the following is an effective way to deal with procrastination?
- A. Focus on the large task.
 - B. Break large tasks into small pieces.
 - C. Avoid working with others.
 - D. Don't think about the costs and effects of procrastination.
8. Which of the following is NOT an effective way to balance school and work demands?
- A. With your employer's permission, study during slack time at work.
 - B. Use flextime to create your own work hours.
 - C. Impress your employer by accepting as many new job responsibilities as you can.
 - D. Use your lunch hour effectively.
9. Checking items off on your to-do list is important because
- A. it will make you feel guilty for tasks you didn't complete, prompting you to complete them.
 - B. it provides an objective record of what you have accomplished on a given day.
 - C. it helps you see how much is left to accomplish for the day.
 - D. it helps you determine whether your goals are impossible to attain.

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10. When you keep falling behind in your schedule, it's a good idea to
- A. make choices about what needs to get done.
 - B. stick to your schedule until you can get it right.
 - C. relax and enjoy your personal life.
 - D. reassess your goals and priorities, and make choices.

True / False Questions

11. The goal of time management is to schedule every moment so that your entire day is planned out.
True False

12. Your master calendar should include your major class assignments and test dates, as well as other important activities from your work and personal life.
True False

13. It is important to schedule free time on your master calendar.
True False

14. It is best to prepare a daily to-do list several days in advance.
True False

15. The difference between effective time management and time management that doesn't work lies in how well you deal with the inevitable surprises.
True False

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16. When identifying priorities, it is best to choose general goals rather than specific activities.

True False

17. Spending time with your children can not be a priority if you are attending school.

True False

Short Answer Questions

18. Briefly explain how you would use a master calendar, a weekly timetable, and a daily to-do list, giving examples of what kind of information you would include in each.

19. Describe three ways you can combat procrastination.

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20. The text acknowledges how difficult it can be to balance work and school responsibilities. List three strategies to help you deal with this issue and one that you have discovered to be useful in your own life.

CHAPTER 2: Making the Most of Your Time **Key**

Multiple Choice Questions

1. (p. 32) In your textbook, a record of how you spend your time, including interruptions, is called

- A. a time log.
- B. a master calendar.
- C. a weekly calendar.
- D. a time sheet.

A time log is the most essential tool for improving your use of time.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-01
Topic: Create a Time Log

2. (p. 38) A _____ shows the entire college term on one page and includes all assignments and important activities.

- A. time management chart
- B. to-do list
- C. weekly timetable
- D. master calendar

A master calendar is a good way to view at a glance all the important assignments and activities for the semester.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Mastering the Moment

CHAPTER 2: Making the Most of Your Time **Key**

3. (p. 33) To figure out the best use of your time, you need to determine your
- A. goals.
 - B. free time.
 - C.** priorities.
 - D. prime time.

Effective time management requires that you align your priorities with how you spend your time.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Set Your Priorities

4. (p. 38) When you organize your time, you should fill in schedules in the following order:
- A. daily to-do list, weekly timetable, master calendar.
 - B. weekly timetable, master calendar, daily to-do list.
 - C. master calendar, daily to-do list, weekly timetable.
 - D.** master calendar, weekly timetable, daily to-do list.

Starting with the big picture will allow you to avoid scheduling conflicts in the future.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Mastering the Moment

CHAPTER 2: Making the Most of Your Time **Key**

5. (p. 33) Tasks and activities that you need and want to do, rank-ordered from most to least important, are called

- A. priorities.
- B. to-do lists.
- C. short-term goals.
- D. time logs.

Priorities are an essential aspect of time management.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Controlling Time

6. (p. 44) Which of the following is an effective way to take control of your time and follow your intended schedule?

- A. Frequently check your smart phone for messages.
- B. Plan as if you'll never be inconvenienced by an emergency.
- C. Avoid procrastination.
- D. Say "yes" to as many activities as possible.

There are many ways to take control of your time including taking a break from electronic devices, expecting the unexpected, and learning to say no to some activities.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03
Topic: Controlling Time

CHAPTER 2: Making the Most of Your Time **Key**

7. (p. 46) Which of the following is an effective way to deal with procrastination?

- A. Focus on the large task.
- B. Break large tasks into small pieces.**
- C. Avoid working with others.
- D. Don't think about the costs and effects of procrastination.

People often procrastinate because a task they're seeking to accomplish appears overwhelming.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03
Topic: Controlling Time

8. (p. 46) Which of the following is NOT an effective way to balance school and work demands?

- A. With your employer's permission, study during slack time at work.
- B. Use flextime to create your own work hours.
- C. Impress your employer by accepting as many new job responsibilities as you can.**
- D. Use your lunch hour effectively.

It's important to keep in mind why you're working and not to automatically accept new job responsibilities if they don't fit in with your long-term priorities.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03
Topic: Controlling Time

CHAPTER 2: Making the Most of Your Time **Key**

9. (p. 48) Checking items off on your to-do list is important because

- A. it will make you feel guilty for tasks you didn't complete, prompting you to complete them.
- B.** it provides an objective record of what you have accomplished on a given day.
- C. it helps you see how much is left to accomplish for the day.
- D. it helps you determine whether your goals are impossible to attain.

There are few things more satisfying than gazing at a to-do list with a significant number of check marks.

AACSB: Reflective Thinking

Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-03

Topic: Checking Your Time

10. (p. 49) When you keep falling behind in your schedule, it's a good idea to

- A. make choices about what needs to get done.
- B. stick to your schedule until you can get it right.
- C. relax and enjoy your personal life.
- D.** reassess your goals and priorities, and make choices.

If you are falling behind, you should reassess your priorities in order to be sure you are doing what is most important to you.

AACSB: Reflective Thinking

Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-03

Topic: Reflecting on Your Personal Style of Time Management

CHAPTER 2: Making the Most of Your Time **Key**

True / False Questions

11. (p. 43) The goal of time management is to schedule every moment so that your entire day is planned out.

FALSE

Don't schedule every single moment of the day. That would be counter-productive.

*AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Mastering the Moment*

12. (p. 38) Your master calendar should include your major class assignments and test dates, as well as other important activities from your work and personal life.

TRUE

It is helpful to keep a master calendar that encompasses your entire life, not just school.

*AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Mastering the Moment*

13. (p. 40) It is important to schedule free time on your master calendar.

TRUE

Scheduling free time can make sure you leave time for self-rejuvenation and fun.

*AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Mastering the Moment*

CHAPTER 2: Making the Most of Your Time **Key**

14. (p. 42) It is best to prepare a daily to-do list several days in advance.

FALSE

To-do lists should be made the day before, preferably at the end of the day.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Mastering the Moment

15. (p. 44) The difference between effective time management and time management that doesn't work lies in how well you deal with the inevitable surprises.

TRUE

Surprises will always arise, but there are effective ways to deal with these disruptions.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03
Topic: Controlling Time

16. (p. 33) When identifying priorities, it is best to choose general goals rather than specific activities.

FALSE

It is best to create specific and measurable goals.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Set Your Priorities

CHAPTER 2: Making the Most of Your Time **Key**

17. (p. 46) Spending time with your children can not be a priority if you are attending school.

FALSE

No matter how busy you are, you owe it to your children—and yourself—to spend time as a family.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03
Topic: Controlling Time

Short Answer Questions

18. (p. 38) Briefly explain how you would use a master calendar, a weekly timetable, and a daily to-do list, giving examples of what kind of information you would include in each.

A master calendar shows all the weeks of the term on one page. Information from syllabi, including assignments, test dates, and so on, should be placed on this calendar. It should also include important activities from your personal life. A weekly timetable depicts all prescheduled activities for the week, including classes, work, and reoccurring appointments. Using the master calendar, you can then add the relevant material for each week. The daily to-do list, written just one day ahead of time, should list all of the tasks that need to get accomplished the next day, along with the priority for each item.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Mastering the Moment

CHAPTER 2: Making the Most of Your Time **Key**

19. (p. 44) Describe three ways you can combat procrastination.

Break large tasks into smaller ones, start with the easiest part of task, work with others, and think about the costs of procrastination.

AACSB: Reflective Thinking

Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-03

Topic: Controlling Time

20. (p. 46) The text acknowledges how difficult it can be to balance work and school responsibilities. List three strategies to help you deal with this issue and one that you have discovered to be useful in your own life.

Strategies could include making to-do lists for work and school, studying while on the job (if possible), using lunch time effectively, scheduling flexible hours, accepting new responsibilities at work with care, and keeping in mind why you are working.

AACSB: Reflective Thinking

Blooms: Remember

Blooms: Understand

Difficulty: 1 Easy

Difficulty: 2 Medium

Learning Outcome: 02-03

Topic: Controlling Time