

CHAPTER 2: Making the Most of Your Time

Multiple Choice Questions

1. A good example of a "black hole" that eats up your time is
 - A. an assignment that takes too long.
 - B. time spent at work.
 - C. class time.
 - D. a long, unexpected phone call.

2. 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.

3. 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

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

5. The time period in which you are most awake and motivated is called
 - A. accomplishment time.
 - B. prime time.
 - C. achievement time.
 - D. optimum time.

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6. 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.

7. Tasks and activities that you need and want to do, rank-ordered from most to least important, are called

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

8. 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.

9. Which of the following is NOT an effective way to balance school and work demands?

- A. Make a to-do list for work as well as for school.
- B. With your employer's permission, study during slack time at work.
- C. Use your lunch hour effectively.
- D. Impress your employer by accepting as many new job responsibilities as you can.

10. The first step in improving your time management is to

- A. assess the way you manage time now.
- B. give yourself a pat on the back.
- C. change your schedule and try again.
- D. stop using a to-do list.

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Check All That Apply Questions

11. Which behaviors below allow you to take control of your time and follow your intended schedule? Click all that apply.

- Handle all communications as they come at you.
- Prepare for interruptions and crises.
- Learn when to say no.
- Do everything you can in the moment. The rest will take care of itself.
- Don't procrastinate.

12. Which of the following are reasons for checking items off on your to-do list as they are completed? Click all that apply.

- it will make you feel guilty for tasks you didn't complete, prompting you to complete them.
- it provides an objective record of what you have accomplished on a given day.
- it provides you with concrete reinforcement for completing a task.
- it helps you determine whether your goals are impossible to attain.
- it demonstrates the effort that goes into completing an assignment.

13. Which of the following behaviors will help you when you find yourself falling behind in your schedule? Click all that apply.

- do less.
- do more.
- reassess your goals and priorities.
- relax and enjoy your personal life.
- make choices.

CHAPTER 2: Making the Most of Your Time

True / False Questions

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

True False

15. 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

16. It is important to schedule free time on your master calendar.

True False

17. It is best to prepare a daily to-do list several days in advance.

True False

18. 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

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

True False

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

True False

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Short Answer Questions

21. The text asks you to identify the "black holes" that eat up your time. What is meant by the term "black holes"? List five "black holes" that eat up your time.

22. 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.

23. Describe three ways you can combat procrastination.

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24. 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) A good example of a "black hole" that eats up your time is
- A. an assignment that takes too long.
 - B. time spent at work.
 - C. class time.
 - D.** a long, unexpected phone call.

A black hole is an interruption that distracts us from our goals and priorities.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02
Topic: Identify the "Black Holes" That Eat Up Your Time

2. (p. 30) 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 a good way to analyze how you spend your time.

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

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

3. (p. 37) 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: 02-03
Topic: Mastering the Moment

4. (p. 34) 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: 02-03
Topic: Set Your Priorities

5. (p. 36) The time period in which you are most awake and motivated is called

- A. accomplishment time.
- B.** prime time.
- C. achievement time.
- D. optimum time.

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

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

6. (p. 37) 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: 02-03
Topic: Mastering the Moment

7. (p. 34) Tasks and activities that you need and want to do, rank-ordered from most to least important, are called
- A. black holes.
 - B.** priorities.
 - C. to-do lists.
 - D. short-term goals.
 - E. time logs.

Priorities are an essential aspect of time management.

AACSB: Reflective Thinking
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03
Topic: Set Your Priorities

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

8. (p. 45) 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

9. (p. 49) Which of the following is NOT an effective way to balance school and work demands?

- A. Make a to-do list for work as well as for school.
- B. With your employer's permission, study during slack time at work.
- C. Use your lunch hour effectively.
- D.** Impress your employer by accepting as many new job responsibilities as you can.

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**

10. (p. 50) The first step in improving your time management is to **A.** assess the way you manage time now.
- B. give yourself a pat on the back.
- C. change your schedule and try again.
- D. stop using a to-do list.

The best way to improve is to figure out what you are currently doing and then alter the behaviors that are not working.

AACSB: Reflective Thinking

Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-03

Topic: Reflecting on Your Personal Style of Time Management

Check All That Apply Questions

11. (p. 44) Which behaviors below allow you to take control of your time and follow your intended schedule? Click all that apply.

- Handle all communications as they come at you.
- Prepare for interruptions and crises.
- Learn when to say no.
- Do everything you can in the moment. The rest will take care of itself.
- Don't procrastinate.

There are many ways to take control of your time.

AACSB: Reflective Thinking

Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-03

Topic: Controlling Time

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

12. (p. 49) Which of the following are reasons for checking items off on your to-do list as they are completed? Click all that apply.

it will make you feel guilty for tasks you didn't complete, prompting you to complete them.

it provides an objective record of what you have accomplished on a given day.

it provides you with concrete reinforcement for completing a task.

it helps you determine whether your goals are impossible to attain.

it demonstrates the effort that goes into completing an assignment.

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

13. (p. 50) Which of the following behaviors will help you when you find yourself falling behind in your schedule? Click all that apply.

do less.

do more.

reassess your goals and priorities.

relax and enjoy your personal life.

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. You may find that you need to do less in order to be more effective.

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

14. (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: 02-03
Topic: Mastering the Moment*

15. (p. 39) 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: 02-03
Topic: Mastering the Moment*

16. (p. 39) 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: 02-03
Topic: Mastering the Moment*

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

17. (p. 43) 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: 02-03
Topic: Mastering the Moment*

18. (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*

19. (p. 34) 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: 02-03
Topic: Set Your Priorities*

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

20. (p. 48) 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

21. (p. 32) The text asks you to identify the "black holes" that eat up your time. What is meant by the term "black holes"? List five "black holes" that eat up your time.

A black hole is an interruption that distracts us from our goals and priorities. Examples of black holes will vary for each student.

AACSB: Reflective Thinking

Blooms: Understand

Difficulty: 2 Medium

Learning Outcome: 02-02

Topic: Identify the "Black Holes" That Eat Up Your Time

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

22. (p. 37) 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: Understand
Difficulty: 2 Medium
Learning Outcome: 02-03
Topic: Mastering the Moment

23. (p. 45) 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

24. (p. 49) 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: Understand
Difficulty: 2 Medium
Learning Outcome: 02-03
Topic: Checking Your Time