

Choose ONE answer per question.

1. What is the first step to effective time management?
 - A) avoiding distractions
 - B) realizing that you are in control
 - C) overcoming procrastination
 - D) using a daily or weekly planner

2. Autonomy is _____.
 - A) luck
 - B) independence
 - C) being alone
 - D) a stage of life

3. Two of the most cited differences between high school and college are increased autonomy and _____.
 - A) increased interdependence
 - B) greater responsibility
 - C) less responsibility
 - D) decreased interdependence

4. Setting some goals for the future allows you to _____.
 - A) relax as you work your way through college
 - B) investigate other majors and careers
 - C) take control of your life and your time
 - D) control how others spend their time

5. According to the text, for most students the greatest challenge of prioritizing is _____.
 - A) not having had to do it in high school
 - B) having parents telling them what to do
 - C) not having enough work to prioritize
 - D) balancing college with family, community obligations, and employment

6. In college, _____ is a virtue that faculty expect of students.
 - A) punctuality
 - B) procrastination
 - C) autonomy
 - D) multitasking

7. Which of the following best demonstrates a respectful student's behavior?
- A) James is running late to class. He continually texts his friends to find out what they are studying so he doesn't miss out on any of the topics.
 - B) John is trying to find someone to cover his shift at work for that afternoon. He e-mails his coworkers during class to find out if anyone is free and keeps checking for their responses.
 - C) Kathy shuts off her phone when she arrives for class so that she won't be tempted to check her messages and can give Professor Miller her full attention.
 - D) Mike is following his favorite team and wants to make sure that it is winning the game so he keeps looking at the Web for updates during class.
8. _____ is a lifelong skill that will continue to be essential to your success in school and your professional life.
- A) Procrastination
 - B) Overextending yourself
 - C) Time management
 - D) Multitasking
9. How people manage time can tell you a lot about their _____.
- A) social needs
 - B) attitude toward others
 - C) postcollege plans
 - D) habits
10. Text messaging or doing homework for other classes during a class period is _____.
- A) acceptable as long as you are not obvious about it
 - B) disruptive and disrespectful
 - C) acceptable because you are paying to be there
 - D) acceptable as long as you are Googling the topic being discussed
11. What is the most important reason to be on time for class?
- A) It affects your class participation grade.
 - B) Your parents are paying for your tuition.
 - C) It shows respect for both your professor and your classmates.
 - D) You might miss something you need to know for a test.

12. A person does NOT procrastinate because he or she _____.
- A) is a perfectionist
 - B) finds a task boring or irrelevant
 - C) is afraid of the task
 - D) has too much to do
13. Promising yourself a _____ is a good strategy for beating procrastination.
- A) reward
 - B) good grade
 - C) poor grade
 - D) punishment
14. According to the textbook, a primary source of stress for college students is simply _____.
- A) not studying enough
 - B) studying, but not efficiently
 - C) handling relationships
 - D) being overextended
15. If you question your decision to attend college, one way to NOT work through this feeling is to _____.
- A) consider attending part-time instead of full-time
 - B) let some things go
 - C) prioritize
 - D) not attend at all, opting to do nothing
16. Shane is concerned that he will not have time to study for his classes based on his work schedule each week. In order to help him stay organized, Shane creates a calendar with deadlines and builds in specific study time. Shane is _____ his schedule.
- A) prioritizing
 - B) cluttering
 - C) confusing
 - D) overscheduling
17. For each hour spent in class, you should schedule _____ hour(s) of study time.
- A) $\frac{1}{2}$
 - B) 1
 - C) $1\frac{1}{2}$
 - D) 2

18. Using a planner to help you keep track of your time helps you with all of the following *except* _____.
- A) developing invaluable skills for the work world
 - B) keeping track of commitments and maintaining control of your schedule
 - C) knowing how much time you need to complete your assignments
 - D) rewarding yourself for meeting goals
19. Maria is taking a full load of eighteen credits this semester. Each credit is worth an hour of class time each week. How many hours each week should Maria allocate to studying this semester?
- A) 30
 - B) 36
 - C) 40
 - D) 45
20. What is a good way to help keep yourself motivated and on schedule?
- A) Reserve 30 minutes per each hour of class time for studying.
 - B) Stay up late when trying to cram before a test.
 - C) Don't take breaks while studying.
 - D) Schedule aerobic workouts weekly.
21. Recognizing what time of day or night you study more effectively is being aware of your _____.
- A) learning style
 - B) body clock
 - C) sleep deprivation
 - D) time management
22. Ryan has a lot to accomplish tonight when he studies. He really dislikes his math class but has decided to start studying that topic first. Ryan is demonstrating _____.
- A) studying difficult or boring topics first
 - B) multitasking
 - C) breaking down larger tasks
 - D) asking others for help

23. Which of the following students best demonstrates good study behaviors?
- A) Wesley takes the bus to work every day. He uses the long bus ride to finish his reading for upcoming classes.
 - B) Sandy often checks the Internet for e-mails and social media updates when studying because it helps her focus when she tries to study a topic.
 - C) Peter really enjoys his study group but finds that they often get off topic discussing friends.
 - D) Robbie often multitasks while studying to take advantage of the limited time that he has to study.
24. Research shows that students will study more effectively if they can _____.
- A) become good at multitasking
 - B) concentrate on one task at a time
 - C) avoid exercise because it will tire them out
 - D) listen to music while studying
25. An example of using your study time wisely is _____.
- A) using waiting time to review
 - B) multitasking
 - C) waiting until the end of the day to review
 - D) checking Facebook to stay up-to-date on your peers
26. Which of the following is NOT a way to manage your time?
- A) Ensure that your usage of time supports your goals.
 - B) Create and use weekly and daily to-do lists.
 - C) Multitask to take advantage of every minute.
 - D) Use a calendar or planner.
27. Which of the following is NOT done when studying?
- A) Reward yourself for meeting goals.
 - B) Allow for flexibility if you need more study time with a certain topic.
 - C) Listen to music.
 - D) Let others help you study by using flashcards and other study aids.
28. Block scheduling is when you _____.
- A) use your study time in blocks
 - B) schedule your classes back-to-back to cut down travel time
 - C) take longer classes
 - D) take classes each day

29. As a strategy to organize your day, _____.
- A) restrict a task like checking e-mail to a certain time, not every hour
 - B) create a rigid schedule that allows for no interruptions
 - C) try to read the same text for consecutive hours within a study session
 - D) study at the same time each day, no matter what
30. If you need help with time-management skills, you could ask all of the following for help *except* a(n) _____.
- A) academic adviser
 - B) peer
 - C) academic skills center
 - D) career center
31. Recognizing that you can be in control is the first step to effective time management.
- A) True
 - B) False
32. Setting priorities in college involves finding a way to balance your academic schedule, social life, family life, and time for yourself.
- A) True
 - B) False
33. In all cultures, strict promptness is important.
- A) True
 - B) False
34. Most of the decisions you make today are irreversible; there's no turning back.
- A) True
 - B) False
35. In attempting to overcome procrastination, promising yourself a reward for finishing a task can be effective.
- A) True
 - B) False

36. If you are unable to overcome procrastination, it may be time to reexamine your goals and priorities.
A) True
B) False
37. One way to beat procrastination is to break down big jobs into smaller steps.
A) True
B) False
38. When taking into account how many hours per week they should study, students taking a load of fifteen credits should consider their schedule comparable to a full-time job.
A) True
B) False
39. First-year students don't always have much flexibility when it comes to how they set up their class schedule.
A) True
B) False
40. Scheduling all your classes in a block of time without breaks is never an effective scheduling method.
A) True
B) False
41. Name three components of good time management.
42. Name one thing you can do to demonstrate basic politeness in the classroom.
43. List three ways to avoid distractions while studying.
44. How can you avoid overextending yourself?
45. Name one benefit and one drawback to block scheduling.

46. What behaviors do you consider to be rude and disrespectful? What role can you play in enhancing civility in the classroom?
47. Describe the top five ways that you organize your day. What are the strengths and challenges of these methods, ways, or behaviors?
48. Which principle of time management do you consider the most important? Why?
49. What is your ideal class schedule, and why?
50. Identify your top priorities for this semester. Rank them based on their importance and create a plan of how you will schedule time for each of these priorities.

Answer Key

1. B
2. B
3. B
4. C
5. D
6. A
7. C
8. C
9. B
10. B
11. C
12. D
13. A
14. D
15. D
16. A
17. D
18. D
19. B
20. D
21. B
22. A
23. A
24. B
25. A
26. C
27. C
28. B
29. A
30. D
31. A
32. A
33. B
34. B
35. A
36. A
37. A
38. A
39. A
40. B
41. Answers should include three of the following: knowing what your goals are, setting priorities to meet your goals, anticipating the unexpected (future needs and possible changes), placing yourself in control of your time, making a commitment to staying focused, and carrying out your plans.

42. Answers will vary: be in class on time, arrive early, be on time for scheduled appointments, make adequate plans to be on time to places; don't "hog the floor."
43. Answers will vary: find a quiet place to study; make to-do lists; think of consequences of not studying; break down large tasks; don't use phone or check e-mail or social networking sites; say "no" to those who want your attention, etc.
44. Answers will vary: determine what a realistic workload is for you, don't allow your academic work to take a backseat to extracurricular activities or other time commitments, do not take on more than you can handle, learn to say "no."
45. Benefits include cutting travel time and providing more flexibility for scheduling employment or family commitments. Drawbacks include little time to process information or study between classes, fatigue, stress, too many exams or projects due on the same day, and each absence due to illness means missing all of your classes, instead of two or three.
- 46.
- 47.
- 48.
- 49.
- 50.