CHAPTER 2

Time

Multiple Choice

1. Time is an equal opportunity resource because
   a. it can be saved up and stockpiled by everyone.
   b. when you are out of time, you can always find more.
   c. everyone has the same amount of time to spend each week.
   d. it is a renewable resource.

2. An example of the time-management strategy of using wait-time is
   a. bringing your homework with you to an appointment at the doctor’s office.
   b. asking yourself if what you are doing needs to be perfect.
   c. breaking a larger project down into smaller pieces.
   d. putting a “Do Not Disturb” sign on your door so your family (or roommates) will wait to talk to you later.

3. Effective time-management skills include
   a. scheduling random times for sleeping and eating.
   b. leaving unscheduled time in your schedule to allow for the unexpected.
   c. studying 20 minutes for every hour of class time.
   d. filling every minute outside of class time with an action activity.

4. Goals can be made more effective by
   a. leaving them in a more generalized form.
   b. only having long term goals.
   c. examining them closely to see what they are really about.
   d. limiting them to only one area of your life.

5. The scheduling of downtime each day can be useful because it
   a. lets you back out of all the commitments you have made.
   b. gives you a sense of accomplishment by feeling “free.”
   c. helps you realize that you are not accountable to anyone and thus “free.”
   d. can yield a sense of renewal.

6. A way of stopping procrastination is to
   a. play tricks on yourself to get you started on a task you have been avoiding.
   b. write goals in several time frames to give yourself plenty of opportunities.
   c. always start a task on Wednesdays.
   d. delegate tasks – to anyone.

7. Web surfing with a specific purpose
   a. will open up more study time.
   b. will keep you from learning interesting facts.
   c. will prevent you from finishing your e-mail inbox.
   d. has no real advantage.

8. The work flow can be aided by four habits, including
   a. “collect.”
b. “construct.”
c. “clarify.”
d. both a and c

9. Which of the following is not one of the steps in creating a daily to-do list?
   a. Brainstorm tasks.
   b. Rate each task with a level of priority.
   c. Cross off tasks when they are completed.
   d. Monitor your time.

10. Which of the following is not one of the strategies in the seven day antiprocrastination plan?
    a. Make it meaningful.
    b. Find a reward.
    c. Always say yes to requests for assistance.
    d. Tell everyone your plan.

11. The key terms to remember when writing goals are
    a. setting, timing, achieving, and reorganizing.
    b. starting, time frames, alignment, and reasoning.
    c. specific, time, areas, and reflect.
    d. statement, timeline, amount, and review.

12. A long-term planner is best used for
    a. the overview of an entire semester, quarter, or a year at a glance.
    b. weekly assignments from Monday to Friday.
    c. school based activities (assignments) only.
    d. the length of a single quarter or semester.

13. C priority items in an ABC task list are tempting to complete first because they
    a. are immediate and important goals.
    b. lead directly to our long-term goals.
    c. are often small, easy tasks with no real set timelines.
    d. cannot be postponed.

14. Some of the ways to get the most out of your study time include
    a. having a regular study area that is associated with studying.
    b. giving yourself adequate time for the subject.
    c. doing difficult (or boring) subjects first.
    d. All of these.

15. Which of the following about planning is false?
    a. Planning allows for new possibilities.
    b. Planning does not allow for spontaneity.
    c. Planning is not a restraint.
    d. Planning allows you to change.

16. In the high-tech world a way to manage your time efficiently is to
    a. use instant messaging during class time.
    b. check e-mail very frequently.
    c. filter your e-mails and turn off the mail arrival signal.
    d. shorten your online attention span.
True/False

17. Scheduling a large block of study time is a preferred study option to increase your productivity.

18. To maintain your productivity at the end of a long day the question you do NOT want to ask yourself is “Can I do one more thing?”

19. As your work “flows,” you should avoid creating a calendar and to-do lists, as this stifles spontaneity.

20. An effective strategy for long-term planning is to start with long-range goals and work backwards.

21. Time management activities fall into 2 major categories: making lists and using calendars.

22. When creating daily to-do lists, strict adherence to the written plan is essential for them to work.

23. According to the time frame established by *Becoming a Master Student* mid-term goals are objectives you can accomplish in one to five years.

24. You should be cautious in sharing your scheduled events with other people, as this can jeopardize your personal online information and security.

25. Trying to multi-task will more likely lower your ability to complete the tasks efficiently.

26. If one really wants to achieve a goal it should be translated into specific, concrete behaviors.

27. To avoid your life becoming too one-sided, goals should be set for a variety of categories.

28. Breaking complex assignments into smaller or simpler tasks can be an effective tool to overcome procrastination in getting started.

Completion

29. The object of a __________ session is to generate as many ideas as possible in a short amount of time.

30. __________ is the uncontrollable urge to drop that A task and begin crossing the C tasks off your to-do list.

Short Answer

31. Briefly discuss the main goal of the “Be Here Now” Power Process.

32. How would the “Be Here Now” Power Process consider day dreaming?