

c2

Student: _____

1. According to a survey by the U.S. Bureau of Labor Statistics, full-time university and college students spend the following number of hours on an average weekday on educational activities:

- A. 1.5
- B. 2.3
- C. 3.3
- D. 3.7

2. According to a study done in 2009 by Nielsen Online, the total number of minutes spent worldwide on Facebook alone increased by _____ over a one-year period:

- A. 266%
- B. 366%
- C. 466%
- D. 566%

3. A time log can be helpful

- A. To determine how you spend your time
- B. To determine how to find more time
- C. To check your perceptions of how you spend your time against how you actually spend your time
- D. All of the above

4. A time log should account for blocks of time in increments as short as

- A. 15 minutes
- B. 30 minutes
- C. 45 minutes
- D. 60 minutes

5. Priorities are defined as

- A. Tasks and activities that one needs to do, rank-ordered from least important to most important.
- B. Tasks and activities that one wants to do, rank-ordered from most important to least important
- C. Tasks and activities that one needs and wants to do, rank-ordered from most important to least important
- D. Tasks and activities that one needs and wants to do, rank-ordered from least important to most important

6. For the purpose of effective time management in college or university, the best procedure is to start off

- A. By identifying priorities for each day
- B. By identifying priorities for each week
- C. By identifying priorities for the month
- D. By identifying priorities for an entire term

7. What is the average number of hours instructors think you should be studying each week for each class in which you are enrolled?

- A. 2
- B. 4
- C. 6
- D. 8

8. An economics assignment that is due at midnight and that is worth 2% of your final mark is

- A. Urgent and important
- B. Urgent but not important
- C. Important but not urgent
- D. Not important and not urgent

9. An economics assignment that is due at midnight and that is worth 20% of your final mark is

- A. Urgent and important
- B. Urgent but not important
- C. Important but not urgent
- D. Not important and not urgent

10. An economics assignment that is due next week and that is worth 2% of your final mark is

- A. Urgent and important
- B. Urgent but not important
- C. Important but not urgent
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11. An economics assignment that is due next week and that is worth 20% of your final mark is

- A. Urgent and important
- B. Urgent but not important
- C. Important but not urgent
- D. Not important but not urgent

12. Which of the following statements is most true?

- A. Every priority is not as important as every other, and all priorities are not equally urgent.
- B. Every priority is not as important as every other, but all priorities are equally urgent.
- C. Every priority is as important as every other, and all priorities are not equally urgent.
- D. Every priority is as important as every other, and all priorities are equally urgent.

13. A master calendar is

- A. A schedule showing the weeks of a term or semester
- B. A schedule showing all regular, prescheduled activities due to occur in the week
- C. A schedule showing the tasks, activities, and appointments due to occur during the day
- D. The same as an electronic calendar

14. The most important point about your master calendar is

- A. That it work for tactile learners
- B. That it be erasable
- C. That it include every week of the term
- D. That it include every week of the term and seven days per week

15. Master calendars will show

- A. Colour
- B. Bottlenecks
- C. Symbols
- D. Different fonts

16. Which organizing tool needs to be filled in first?

- A. Daily to-do list
- B. Master calendar
- C. Weekly timetable
- D. Workback

17. Which of the following statement is false?

- A. You don't need to complete a daily to-do list if you have a master calendar.
- B. You need to complete a daily to-do list if you have a master calendar.
- C. You need to complete a weekly timetable if you have a daily to-do list.
- D. You need to complete a master calendar before completing a weekly timetable.

18. According to one rough rule of thumb, every hour that you spend in class requires, on average, _____ hours of study outside of class to earn an A.
- A. 2
 - B. 3
 - C. 4
 - D. 5
19. According to one rough rule of thumb, every hour that you spend in class requires, on average, _____ hours of study outside of class to earn a B.
- A. 2
 - B. 3
 - C. 4
 - D. 5
20. Which of these behaviours is most effective when completing your weekly timetable?
- A. If you estimate that you'll need 5 hours to study for a midterm, set up a single block of 5 hours.
 - B. If you estimate that you'll need 5 hours to study for a midterm, book off work for the whole week.
 - C. If you estimate that you'll need 5 hours to study for a midterm, block off a day.
 - D. If you estimate that you'll need 5 hours to study for a midterm, set up two or even three blocks that total 5 hours.
21. What key information results from a workback?
- A. The start date of a project
 - B. The end date of a project
 - C. The amount of time required for a project
 - D. All resources required for a project
22. When should your master calendar be completed?
- A. Months or weeks in advance
 - B. A minimum of one week in advance
 - C. Days in advance
 - D. One day in advance
23. When should your weekly timetable be completed?
- A. Months or weeks in advance
 - B. A minimum of one week in advance
 - C. Days in advance
 - D. One day in advance

24. When should your daily to-do list be completed?

- A. Months or weeks in advance
- B. A minimum of one week in advance
- C. Days in advance
- D. One day in advance

25. One suggestion to help you take control of your environment is

- A. Just say yes.
- B. Just say no.
- C. Just do it.
- D. Just be prepared.

26. One suggestion to help you take control of your environment is

- A. Get your head in the game.
- B. Get out of town.
- C. Get away from it all.
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27. In terms of background noise, scientific studies suggest that

- A. We concentrate best when our environment is silent.
- B. We concentrate best when our environment is noisy.
- C. We concentrate best when our favourite music is playing.
- D. We concentrate best when classical music is playing.

28. Audible and visual notifications from social networking status updates constitute

- A. Security
- B. Time management
- C. Stress management
- D. E-distractions

29. One suggestion for dealing with e-distractions is

- A. To ignore them
- B. To welcome them
- C. To set aside a specific time each day to deal with them
- D. To consider them essential

30. It may be possible to plan for surprises when taking control of your environment by

- A. Always saying no
- B. Always saying yes
- C. Reacting differently, depending on the attractiveness of the opportunity
- D. Anticipating patterns and planning your reaction

31. One way to work smarter, not harder, is to do the following:

- A. Accomplish the task in the most efficient way possible
- B. Put in as much effort as you feel is necessary at the time
- C. Do regular tasks differently every time
- D. Avoid all electronic devices

32. One way to work smarter, not harder, is to do the following:

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- C. Develop a consistent approach to tasks you do regularly
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34. The main problem with procrastinating is

- A. That you are merely delaying the inevitable
- B. That interruptions and crises are imposed by others
- C. That we make up interruptions and crises
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35. What is the best way to approach a large task that seems overwhelming?

- A. Leave it until later
- B. Break it into several small tasks
- C. Ask the professor for an extension
- D. Use a template

36. Procrastination doesn't just result in delay. It may result in the following:

- A. Increase in time allowed to complete the task
- B. Decrease in task difficulty
- C. Increase in task difficulty
- D. Increase in quality of product

37. Which of the following statements is true in relating to working smarter, not harder?

- A. Accomplish the task in the most effective way possible.
- B. Accomplish the task in the fastest way possible.
- C. Accomplish the task in an innovative way every time you do it.
- D. Accomplish the task in the most efficient way possible.

38. Which of the following statements is false?

- A. Procrastination is the habit of putting off tasks that need to be accomplished.
- B. Bottlenecks let you predict periods of time when you may be strapped for time.
- C. There should be no relationship between effort expended and importance of task.
- D. Start with the simplest part of a task, and then do the harder parts.

39. Which of the following statements is false in terms of balancing school and work demands?

- A. You should automatically accept new job responsibilities.
- B. You should ask your employer about flextime.
- C. You should take class notes to review during slack time on the job, given agreement from your employer.
- D. You should use your lunch hour effectively.

40. Which of the following statements is most true in regards to checking your use of time?

- A. You should accomplish every item on your to-do list.
- B. You should review your daily to-do list at the end of the day.
- C. You should reassess your priorities daily
- D. You should build in more free time

41. The goal of time management is to schedule every moment so that you know exactly what to do with every hour.

True False

42. A time log is a plan of how you need to spend your time.

True False

43. Priorities are tasks and activities that one needs and wants to do.

True False

44. The SMART approach can also be applied to identifying your priorities.

True False

45. In the view of instructors queried in a national survey, students should spend, on average, four hours per week preparing for each class in which they're enrolled.

True False

46. Every priority is not as important as every other, but all priorities are equally urgent.

True False

47. Bottlenecks are times when you have too much going on at once.

True False

48. There will be no repetition between a master calendar, a weekly schedule, and a daily to-do list.

True False

49. The average Canadian spends 2.9 hours per week on Facebook, according to a poll by Ipsos Reid.

True False

50. Procrastination is the habit of putting off tasks that need to be accomplished.

True False

51. Discuss the five ways in which the P.O.W.E.R. Plan applies to managing your time effectively.

52. Discuss tools and methods that may help you learn where your time is going.

53. Discuss tools and methods that may help you to handle competing priorities.

54. Every priority is not as important as every other. Give an example of how you might choose between two competing priorities, such as a research report due in one course, and a quiz that is happening in another course.

55. Outline three tools for organizing your time this semester.

56. Describe a master calendar, and briefly outline how you might construct one for this semester. Give the benefits of a master calendar.

57. Describe three main ways in which you can manage your time more effectively.

58. Describe three main ways to work smarter, not harder.

59. List five strategies to apply when procrastinating. Give examples of each strategy.

60. In the P.O.W.E.R. framework, it is important to reflect on your personal style of time management. Discuss two ways in which you might rethink in a broad sense how you manage your time.

c2 Key

1. (p. 37) According to a survey by the U.S. Bureau of Labor Statistics, full-time university and college students spend the following number of hours on an average weekday on educational activities:

- A. 1.5
- B. 2.3
- C. 3.3**
- D. 3.7

Feldman - Chapter 02 #1

Learning Objective: 02-01 Explain why it is important to manage time more effectively and discuss techniques that can help you better manage your time.

2. (p. 37) According to a study done in 2009 by Nielsen Online, the total number of minutes spent worldwide on Facebook alone increased by _____ over a one-year period:

- A. 266%
- B. 366%
- C. 466%
- D. 566%**

Feldman - Chapter 02 #2

Learning Objective: 02-01 Explain why it is important to manage time more effectively and discuss techniques that can help you better manage your time.

3. (p. 37) A time log can be helpful

- A. To determine how you spend your time
- B. To determine how to find more time
- C. To check your perceptions of how you spend your time against how you actually spend your time
- D. All of the above**

Feldman - Chapter 02 #3

Learning Objective: 02-01 Explain why it is important to manage time more effectively and discuss techniques that can help you better manage your time.

4. (p. 37) A time log should account for blocks of time in increments as short as

- A. 15 minutes**
- B. 30 minutes
- C. 45 minutes
- D. 60 minutes

Feldman - Chapter 02 #4

Learning Objective: 02-01 Explain why it is important to manage time more effectively and discuss techniques that can help you better manage your time.

5. (p. 37) Priorities are defined as

- A. Tasks and activities that one needs to do, rank-ordered from least important to most important.
- B. Tasks and activities that one wants to do, rank-ordered from most important to least important
- C.** Tasks and activities that one needs and wants to do, rank-ordered from most important to least important
- D. Tasks and activities that one needs and wants to do, rank-ordered from least important to most important

Feldman - Chapter 02 #5

Learning Objective: 02-02 Analyze how to handle competing priorities.

6. (p. 39) For the purpose of effective time management in college or university, the best procedure is to start off

- A. By identifying priorities for each day
- B. By identifying priorities for each week
- C. By identifying priorities for the month
- D.** By identifying priorities for an entire term

Feldman - Chapter 02 #6

Learning Objective: 02-02 Analyze how to handle competing priorities.

7. (p. 40) What is the average number of hours instructors think you should be studying each week for each class in which you are enrolled?

- A. 2
- B. 4
- C.** 6
- D. 8

Feldman - Chapter 02 #7

Learning Objective: 02-02 Analyze how to handle competing priorities.

8. (p. 41) An economics assignment that is due at midnight and that is worth 2% of your final mark is

- A. Urgent and important
- B.** Urgent but not important
- C. Important but not urgent
- D. Not important and not urgent

Feldman - Chapter 02 #8

Learning Objective: 02-02 Analyze how to handle competing priorities.

9. (p. 41) An economics assignment that is due at midnight and that is worth 20% of your final mark is
- A.** Urgent and important
 - B. Urgent but not important
 - C. Important but not urgent
 - D. Not important and not urgent

Feldman - Chapter 02 #9

Learning Objective: 02-02 Analyze how to handle competing priorities.

10. (p. 41) An economics assignment that is due next week and that is worth 2% of your final mark is
- A. Urgent and important
 - B. Urgent but not important
 - C. Important but not urgent
 - D.** Not important and not urgent

Feldman - Chapter 02 #10

Learning Objective: 02-02 Analyze how to handle competing priorities.

11. (p. 41) An economics assignment that is due next week and that is worth 20% of your final mark is
- A. Urgent and important
 - B. Urgent but not important
 - C.** Important but not urgent
 - D. Not important but not urgent

Feldman - Chapter 02 #11

Learning Objective: 02-02 Analyze how to handle competing priorities.

12. (p. 40) Which of the following statements is most true?
- A.** Every priority is not as important as every other, and all priorities are not equally urgent.
 - B. Every priority is not as important as every other, but all priorities are equally urgent.
 - C. Every priority is as important as every other, and all priorities are not equally urgent.
 - D. Every priority is as important as every other, and all priorities are equally urgent.

Feldman - Chapter 02 #12

Learning Objective: 02-02 Analyze how to handle competing priorities.

13. (p. 43) A master calendar is

- A.** A schedule showing the weeks of a term or semester
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- C. A schedule showing the tasks, activities, and appointments due to occur during the day
- D. The same as an electronic calendar

Feldman - Chapter 02 #13

Learning Objective: 02-02 Analyze how to handle competing priorities.

14. (p. 43) The most important point about your master calendar is

- A. That it work for tactile learners
- B. That it be erasable
- C. That it include every week of the term
- D.** That it include every week of the term and seven days per week

Feldman - Chapter 02 #14

Learning Objective: 02-02 Analyze how to handle competing priorities.

15. (p. 43) Master calendars will show

- A. Colour
- B.** Bottlenecks
- C. Symbols
- D. Different fonts

Feldman - Chapter 02 #15

Learning Objective: 02-02 Analyze how to handle competing priorities.

16. (p. 44) Which organizing tool needs to be filled in first?

- A. Daily to-do list
- B.** Master calendar
- C. Weekly timetable
- D. Workback

Feldman - Chapter 02 #16

Learning Objective: 02-02 Analyze how to handle competing priorities.

17. (p. 43) Which of the following statement is false?

- A.** You don't need to complete a daily to-do list if you have a master calendar.
- B. You need to complete a daily to-do list if you have a master calendar.
- C. You need to complete a weekly timetable if you have a daily to-do list.
- D. You need to complete a master calendar before completing a weekly timetable.

Feldman - Chapter 02 #17

Learning Objective: 02-02 Analyze how to handle competing priorities.

18. (p. 45) According to one rough rule of thumb, every hour that you spend in class requires, on average, _____ hours of study outside of class to earn an A.

- A. 2
- B.** 3
- C. 4
- D. 5

Feldman - Chapter 02 #18

Learning Objective: 02-02 Analyze how to handle competing priorities.

19. (p. 45) According to one rough rule of thumb, every hour that you spend in class requires, on average, _____ hours of study outside of class to earn a B.

- A.** 2
- B. 3
- C. 4
- D. 5

Feldman - Chapter 02 #19

Learning Objective: 02-02 Analyze how to handle competing priorities.

20. (p. 25) Which of these behaviours is most effective when completing your weekly timetable?

- A. If you estimate that you'll need 5 hours to study for a midterm, set up a single block of 5 hours.
- B. If you estimate that you'll need 5 hours to study for a midterm, book off work for the whole week.
- C. If you estimate that you'll need 5 hours to study for a midterm, block off a day.
- D.** If you estimate that you'll need 5 hours to study for a midterm, set up two or even three blocks that total 5 hours.

Feldman - Chapter 02 #20

Learning Objective: 02-02 Analyze how to handle competing priorities.

21. (p. 48) What key information results from a workback?

- A.** The start date of a project
- B. The end date of a project
- C. The amount of time required for a project
- D. All resources required for a project

Feldman - Chapter 02 #21

Learning Objective: 02-02 Analyze how to handle competing priorities.

22. (p. 49) When should your master calendar be completed?

- A.** Months or weeks in advance
- B. A minimum of one week in advance
- C. Days in advance
- D. One day in advance

Feldman - Chapter 02 #22

Learning Objective: 02-02 Analyze how to handle competing priorities.

23. (p. 49) When should your weekly timetable be completed?

- A. Months or weeks in advance
- B.** A minimum of one week in advance
- C. Days in advance
- D. One day in advance

Feldman - Chapter 02 #23

Learning Objective: 02-02 Analyze how to handle competing priorities.

24. (p. 49) When should your daily to-do list be completed?

- A. Months or weeks in advance
- B. A minimum of one week in advance
- C. Days in advance
- D.** One day in advance

Feldman - Chapter 02 #24

Learning Objective: 02-02 Analyze how to handle competing priorities.

25. (p. 50) One suggestion to help you take control of your environment is

- A. Just say yes.
- B.** Just say no.
- C. Just do it.
- D. Just be prepared.

Feldman - Chapter 02 #25

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

26. (p. 50) One suggestion to help you take control of your environment is

- A. Get your head in the game.
- B. Get out of town.
- C.** Get away from it all.
- D. Get with the program.

Feldman - Chapter 02 #26

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

27. (p. 50) In terms of background noise, scientific studies suggest that

- A.** We concentrate best when our environment is silent.
- B. We concentrate best when our environment is noisy.
- C. We concentrate best when our favourite music is playing.
- D. We concentrate best when classical music is playing.

Feldman - Chapter 02 #27

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

28. (p. 50) Audible and visual notifications from social networking status updates constitute

- A. Security
- B. Time management
- C. Stress management
- D.** E-distractions

Feldman - Chapter 02 #28

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

29. (p. 50) One suggestion for dealing with e-distractions is
- A. To ignore them
 - B. To welcome them
 - C. To set aside a specific time each day to deal with them**
 - D. To consider them essential

Feldman - Chapter 02 #29

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

30. (p. 50) It may be possible to plan for surprises when taking control of your environment by
- A. Always saying no
 - B. Always saying yes
 - C. Reacting differently, depending on the attractiveness of the opportunity
 - D. Anticipating patterns and planning your reaction**

Feldman - Chapter 02 #30

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

31. (p. 51) One way to work smarter, not harder, is to do the following:
- A. Accomplish the task in the most efficient way possible**
 - B. Put in as much effort as you feel is necessary at the time
 - C. Do regular tasks differently every time
 - D. Avoid all electronic devices

Feldman - Chapter 02 #31

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

32. (p. 51) One way to work smarter, not harder, is to do the following:
- A. Accomplish the task in the most effective way possible
 - B. Match the amount of effort you expend to the importance of the task**
 - C. Do regular tasks differently every time
 - D. Avoid all electronic devices

Feldman - Chapter 02 #32

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

33. (p. 51) One way to work smarter, not harder, is to do the following:

- A. Accomplish the task in the most effective way possible
- B. Put in as much effort as you feel is necessary at the time
- C.** Develop a consistent approach to tasks you do regularly
- D. Avoid all electronic devices

Feldman - Chapter 02 #33

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

34. (p. 52) The main problem with procrastinating is

- A.** That you are merely delaying the inevitable
- B. That interruptions and crises are imposed by others
- C. That we make up interruptions and crises
- D. That there are a lot of social networking opportunities

Feldman - Chapter 02 #34

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

35. (p. 52) What is the best way to approach a large task that seems overwhelming?

- A. Leave it until later
- B.** Break it into several small tasks
- C. Ask the professor for an extension
- D. Use a template

Feldman - Chapter 02 #35

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

36. (p. 52) Procrastination doesn't just result in delay. It may result in the following:

- A. Increase in time allowed to complete the task
- B. Decrease in task difficulty
- C.** Increase in task difficulty
- D. Increase in quality of product

Feldman - Chapter 02 #36

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

37. (p. 51) Which of the following statements is true in relating to working smarter, not harder?

- A. Accomplish the task in the most effective way possible.
- B. Accomplish the task in the fastest way possible.
- C. Accomplish the task in an innovative way every time you do it.
- D.** Accomplish the task in the most efficient way possible.

Feldman - Chapter 02 #37

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

38. (p. 51) Which of the following statements is false?

- A. Procrastination is the habit of putting off tasks that need to be accomplished.
- B. Bottlenecks let you predict periods of time when you may be strapped for time.
- C.** There should be no relationship between effort expended and importance of task.
- D. Start with the simplest part of a task, and then do the harder parts.

Feldman - Chapter 02 #38

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

39. (p. 28) Which of the following statements is false in terms of balancing school and work demands?

- A.** You should automatically accept new job responsibilities.
- B. You should ask your employer about flextime.
- C. You should take class notes to review during slack time on the job, given agreement from your employer.
- D. You should use your lunch hour effectively.

Feldman - Chapter 02 #39

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

40. (p. 56) Which of the following statements is most true in regards to checking your use of time?

- A. You should accomplish every item on your to-do list.
- B.** You should review your daily to-do list at the end of the day.
- C. You should reassess your priorities daily
- D. You should build in more free time

Feldman - Chapter 02 #40

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

41. (p. 35) The goal of time management is to schedule every moment so that you know exactly what to do with every hour.

FALSE

Feldman - Chapter 02 #41

Learning Objective: 02-01 Explain why it is important to manage time more effectively and discuss techniques that can help you better manage your time.

42. (p. 37) A time log is a plan of how you need to spend your time.

FALSE

Feldman - Chapter 02 #42

Learning Objective: 02-01 Explain why it is important to manage time more effectively and discuss techniques that can help you better manage your time.

43. (p. 37) Priorities are tasks and activities that one needs and wants to do.

TRUE

Feldman - Chapter 02 #43

Learning Objective: 02-02 Analyze how to handle competing priorities.

44. (p. 39) The SMART approach can also be applied to identifying your priorities.

TRUE

Feldman - Chapter 02 #44

Learning Objective: 02-02 Analyze how to handle competing priorities.

45. (p. 40) In the view of instructors queried in a national survey, students should spend, on average, four hours per week preparing for each class in which they're enrolled.

FALSE

Feldman - Chapter 02 #45

Learning Objective: 02-02 Analyze how to handle competing priorities.

46. (p. 40) Every priority is not as important as every other, but all priorities are equally urgent.

FALSE

Feldman - Chapter 02 #46

Learning Objective: 02-02 Analyze how to handle competing priorities.

47. (p. 43) Bottlenecks are times when you have too much going on at once.

TRUE

Feldman - Chapter 02 #47

Learning Objective: 02-02 Analyze how to handle competing priorities.

48. (p. 44) There will be no repetition between a master calendar, a weekly schedule, and a daily to-do list.

FALSE

Feldman - Chapter 02 #48

Learning Objective: 02-02 Analyze how to handle competing priorities.

49. (p. 51) The average Canadian spends 2.9 hours per week on Facebook, according to a poll by Ipsos Reid.

FALSE

Feldman - Chapter 02 #49

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

50. (p. 51) Procrastination is the habit of putting off tasks that need to be accomplished.

TRUE

Feldman - Chapter 02 #50

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

51. (p. 35) Discuss the five ways in which the P.O.W.E.R. Plan applies to managing your time effectively.

Prepare-learn where time is going and where it should go, Organize-master the moment, Work-control your use of time, Evaluate-check your use of time, Rethink-reflect on your personal style of time management

Feldman - Chapter 02 #51

Learning Objective: 02-01 Explain why it is important to manage time more effectively and discuss techniques that can help you better manage your time.

52. (p. 37) Discuss tools and methods that may help you learn where your time is going.

Using a time log will help you determine how you spend your time, as well as help you find more time for the activities you enjoy doing. Students can explain how to keep a time log and how to analyze the results, including drawing a pie chart to show weekly time use.

Feldman - Chapter 02 #52

Learning Objective: 02-01 Explain why it is important to manage time more effectively and discuss techniques that can help you better manage your time.

53. (p. 38-39) Discuss tools and methods that may help you to handle competing priorities.

Answers to this question may include the following: determining the tasks and activities that one needs and wants to do, rank-ordering them from most important to least important, and identifying the priorities for an entire term in SMART terms.

Feldman - Chapter 02 #53

Learning Objective: 02-02 Analyze how to handle competing priorities.

54. (p. 38-39) Every priority is not as important as every other. Give an example of how you might choose between two competing priorities, such as a research report due in one course, and a quiz that is happening in another course.

Answers to this question may include the following: rank-ordering of priorities, and recognizing what is important and what is urgent. How much time you spend on the report and on studying for the quiz should reflect its relative impact on your grades. Students may choose to draw a version of Figure 2.3.

Feldman - Chapter 02 #54

Learning Objective: 02-02 Analyze how to handle competing priorities.

55. (p. 43) Outline three tools for organizing your time this semester.

A master calendar shows the weeks of a term or semester, a weekly schedule shows the prescheduled and one-time activities for one week, and a daily to-do list shows the tasks, activities, and appointments due to occur during one single day.

Feldman - Chapter 02 #55

Learning Objective: 02-02 Analyze how to handle competing priorities.

56. (p. 43) Describe a master calendar, and briefly outline how you might construct one for this semester. Give the benefits of a master calendar.

This type of schedule shows the weeks of a term or semester with all assignments and activities noted on it. Benefits include identification of bottlenecks with time to work around or ahead of them.

Feldman - Chapter 02 #56

Learning Objective: 02-02 Analyze how to handle competing priorities.

57. (p. 50) Describe three main ways in which you can manage your time more effectively.

There are four main ways: 1) how well you take control of your environment; 2) how efficiently you work; 3) how well you deal with procrastination; and 4) how well you balance competing responsibilities.

Feldman - Chapter 02 #57

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

58. (p. 51) Describe three main ways to work smarter, not harder.

Four ways are listed in the text: accomplish the task in the most efficient way possible, match the amount of effort you expend to the importance of the task, develop a consistent approach to tasks you do regularly, and use electronic devices to help you manage your time and your life more effectively.

Feldman - Chapter 02 #58

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

59. (p. 52) List five strategies to apply when procrastinating. Give examples of each strategy.

Break large tasks into small ones, start with the simplest part of a task, just being, work with others, keep the costs of procrastination in mind, consider doing less, use your free time well.

Feldman - Chapter 02 #59

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

60. (p. 56-57) In the P.O.W.E.R. framework, it is important to reflect on your personal style of time management. Discuss two ways in which you might rethink in a broad sense how you manage your time.

Reassess your priorities, reconsider your personal type of time management, consider doing less, and use your free time well.

Feldman - Chapter 02 #60

Learning Objective: 02-03 Identify strategies for dealing with surprises and distractions.

c2 Summary

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