POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

SKU: 9780077842154-TEST-BANK

Chapter 02

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. Which of the following shows the entire college term on one page and includes all assignments and important activities?

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

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

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.

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.

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

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.

11. Which behavior does *not* allow you to take control of your time and follow your intended schedule?

A. Prepare for interruptions and crises.
B. Learn when to say no.
C. Do everything you can in the moment. The rest will take care of itself.
D. Don't procrastinate.

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

12. Which of the following is *not* a reason for checking items off on your to-do list as they are completed?

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 provides you with concrete reinforcement for completing a task.
D. It helps you determine whether your goals are impossible to attain.

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

A. working harder
B. doing more
C. reassessing your goals and priorities
D. relaxing and enjoying your personal life

14. The goal of time management is to

A. not schedule every moment so you become a pawn of the timetable.
B. schedule every moment so that your entire day is planned.
C. schedule part of your day so you can add tasks that you're unprepared for.
D. create a time log so you can keep track of what you're doing.

15. Your master calendar should include all of the following *except*

A. major class assignments.
B. test dates.
C. important activities.
D. minor class assignments.

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

16. What should you do with your free time?

A. Schedule it on your master calendar.
B. Focus on your homework.
C. Take on additional work.
D. Study for your next test.

17. What should you prepare daily, and several days in advance?

A. your to-do list
B. your weekly timetable
C. your master calendar
D. your study schedule

18. How do you ensure effective time management?

A. Always say yes when friends ask for help.
B. Complete your tasks with others around you.
C. Stick to the schedule you've prepared.
D. Procrastinate.

19. When should you choose general goals rather than specific activities?

A. when you're creating your master schedule
B. when you're identifying priorities for an entire term
C. when you're writing your daily task list
D. when you're creating your weekly timetable

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

20. The first step to improving your time management skills is to

A. follow a schedule.
B. determine how you are currently managing your time.
C. create a master calendar.
D. reflect on your time managing skills.

21. You'll increase your chances of being a successful student by

A. taking control of how you spend your time.
B. studying 24/7.
C. constantly emailing your professor to see how you're doing.
D. focusing on work instead of school.

22. A time log is

A. a record of where you spend your time.
B. a list of accomplishments.
C. a schedule.
D. a type of clock.

23. Your phone ringing while you're studying for a critical exam is an example of a distraction. Of the following, which shows you are *not* in control?

A. You do not answer.
B. You answer and say you're studying and you'll call back later.
C. You talk for three hours.
D. You talk, but for a short time.

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

24. Social networking, texting, and emailing are all examples of

A. time management tools.
B. distractions that can eat up your time.
C. time logs.
D. positive distractions that keep you in touch with your friends and family.

25. Priorities are

A. tasks and activities that you have to do, rank-ordered from least to most important.
B. tasks and activities that you need and want to do, rank-ordered from most to least important.
C. tasks and activities that are required, and rank-ordered from least important to most important.
D. unranked task and activities.

26. The purpose of ranking your priorities is to

A. reveal what is and what is not important to accomplish.
B. reveal where you spend most of your time.
C. set your schoolwork above everything else.
D. reveal the unimportant tasks you should focus on first.

27. A master calendar is

A. a list of your ranked priorities.
B. a daily task list.
C. the entire college term on one page, including assignments and important activities.
D. an unranked task list.

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

28. A schedule showing all regular, prescheduled activities due to occur in the week, together with onetime events and commitments, is a

A. weekly timetable.
B. priority list.
C. master calendar.
D. daily to-do list.

29. A daily to-do list is a

A. schedule showing all regular, prescheduled activities due to occur in the week.
B. schedule showing all the weeks in your term.
C. list of activities that you need and want to do, ranked in order from most to least important.
D. schedule showing tasks, activities, and appointments for the day.

30. If you have two papers and three tests due in the same week, but you know this six weeks ahead of time, you should do all of the following *except*

A. come up with strategies to manage the situation.
B. wait until the day before to work on your assignments.
C. ask your instructor if you can take your test earlier or later.
D. try to change some of the due dates.

31. How much time should you allocate to your homework?

A. one hour every night
B. four hours every night
C. three hours for every one hour of class
D. 30 minutes per day

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

32. When creating your daily to-do list, scheduling every minute of the day is considered

A. counterproductive.
B. critical.
C. effective time management.
D. enjoyable.

33. You are energized and ready to get working on your homework. You are in your

A. prime time.
B. optimum time.
C. priority time.
D. achievement time.

34. Breaking large tasks into smaller, bite-sized tasks is an effective way to deal with

A. preparation.
B. procrastination.
C. counterproductivity.
D. prime time.

35. Assessing the way you currently manage your time is the first step in improving your

A. time log.
B. to-do list.
C. time management.
D. prime time.

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

36. Learning when to say no and preparing for interruptions allows you to

A. take control and follow your schedule.
B. procrastinate.
C. reassess your priorities.
D. reconsider your style of time management.

37. Seeing an objective record of what you've accomplished for a given day is

A. a reason to check off items on your to-do list.
B. not a reason to check off items on your to-do list.
C. equivalent to your master calendar.
D. not helpful.

38. Reassessing your goals and priorities helps you

A. focus on unimportant tasks.
B. determine if you're falling behind in your schedule.
C. get more done in less time.
D. work harder, not smarter.

39. Scheduling every moment so your entire day is planned is

A. the goal of time management.
B. becoming a timetable pawn.
C. equivalent to your master calendar.
D. counterproductive.

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

40. Of the following, what should *not* be added to your master calendar?

A. free time
B. assignments
C. due date
D. achievements

41. Sticking to the schedule that you've prepared is the most effective way to

A. manage your time.
B. procrastinate.
C. work harder, not smarter.
D. be reactive instead of proactive.

42. When you're identifying priorities for an entire term you should

A. choose specific activities rather than goals.
B. choose goals rather than specific activities.
C. focus on the most important course.
D. include your parents' and friends' priorities.

True / False Questions

43. Spending time with your children cannot be a priority if you are attending school.

True False

Short Answer Questions

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

44. 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.

45. 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.

46. Describe three ways you can combat procrastination.

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

47. 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.

48. Explain "prime time," and describe your optional prime time.

49. List your three top priorities and explain why they are your top three.

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

50. List two strategies that help you stay on task and control your time.

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

Chapter 02 Making the Most of Your Time Answer Key

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.

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

   Accessibility: Keyboard Navigation
   Blooms: Remember
   Difficulty: 1 Easy
   Learning Objective: 02-01 Discuss strategies to manage your time effectively.
   Topic: Managing Your Time

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.

   A time log is a good way to analyze how you spend your time.

   Accessibility: Keyboard Navigation
   Blooms: Remember
   Difficulty: 1 Easy
   Learning Objective: 02-01 Discuss strategies to manage your time effectively.
   Topic: Managing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

3. Which of the following shows the entire college term on one page and includes all assignments and important activities?

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

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

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Setting Priorities

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.

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

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Setting Priorities

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

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.

Being aware of the time or times of day when you can accomplish your best work will help you plan and schedule your time most effectively.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

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.

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

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

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.

Priorities are an essential aspect of time management.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Setting Priorities

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.

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

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Procrastination

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

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.

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.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Balancing School and Life

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.

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

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Evaluating and Rethinking Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

11. Which behavior does *not* allow you to take control of your time and follow your intended schedule?

A. Prepare for interruptions and crises.
B. Learn when to say no.
C. Do everything you can in the moment. The rest will take care of itself.
D. Don't procrastinate.

There are many ways to take control of your time. But don't try to do everything at once. Pace yourself.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Controlling Your Time

12. Which of the following is *not* a reason for checking items off on your to-do list as they are completed?

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 provides you with concrete reinforcement for completing a task.
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.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Controlling Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

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

A. working harder
B. doing more
C. reassessing your goals and priorities
D. relaxing and enjoying your personal life

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.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Evaluating and Rethinking Your Time

14. The goal of time management is to

A. not schedule every moment so you become a pawn of the timetable.
B. schedule every moment so that your entire day is planned.
C. schedule part of your day so you can add tasks that you're unprepared for.
D. create a time log so you can keep track of what you're doing.

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

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Controlling Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

15. Your master calendar should include all of the following *except*

A. major class assignments.
B. test dates.
C. important activities.
D. minor class assignments.

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

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

16. What should you do with your free time?

A. Schedule it on your master calendar.
B. Focus on your homework.
C. Take on additional work.
D. Study for your next test.

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

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

17. What should you prepare daily, and several days in advance?

A. your to-do list
B. your weekly timetable
C. your master calendar
D. your study schedule

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

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

18. How do you ensure effective time management?

A. Always say yes when friends ask for help.
B. Complete your tasks with others around you.
C. Stick to the schedule you've prepared.
D. Procrastinate.

Surprises will always arise, but there are effective ways to deal with these disruptions. Position yourself to react effectively when surprises occur.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Controlling Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

19. When should you choose general goals rather than specific activities?

A. when you're creating your master schedule
B. when you're identifying priorities for an entire term
C. when you're writing your daily task list
D. when you're creating your weekly timetable

It is best to create specific and measurable goals.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Setting Priorities

20. The first step to improving your time management skills is to

A. follow a schedule.
B. determine how you are currently managing your time.
C. create a master calendar.
D. reflect on your time managing skills.

In order to improve your time management skills, the first thing you need to do is figure out how you are managing your time now.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-01 Discuss strategies to manage your time effectively.
Topic: Managing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

21. You'll increase your chances of being a successful student by

A. taking control of how you spend your time.
B. studying 24/7.
C. constantly emailing your professor to see how you're doing.
D. focusing on work instead of school.

By taking control of how you spend your time, you can increase your chances of becoming a more successful student.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-01 Discuss strategies to manage your time effectively.
Topic: Managing Your Time

22. A time log is

A. a record of where you spend your time.
B. a list of accomplishments.
C. a schedule.
D. a type of clock.

Keep track of your time using a time log. Include interruptions so you can see exactly how much time you spend doing various activities.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-01 Discuss strategies to manage your time effectively.
Topic: Managing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

23. Your phone ringing while you're studying for a critical exam is an example of a distraction. Of the following, which shows you are *not* in control?

A. You do not answer.
B. You answer and say you're studying and you'll call back later.
C. You talk for three hours.
D. You talk, but for a short time.

Stay in control of your time. It's OK to talk on the phone, but make sure it's not cutting in to your study time.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-01 Discuss strategies to manage your time effectively.
Topic: Managing Your Time

24. Social networking, texting, and emailing are all examples of

A. time management tools.
B. distractions that can eat up your time.
C. time logs.
D. positive distractions that keep you in touch with your friends and family.

These are all examples of distractions that can keep you from sticking to your schedule. However, if you can control your usage, they won't keep you from sticking to your schedule.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-01 Discuss strategies to manage your time effectively.
Topic: Managing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

25. Priorities are

A. tasks and activities that you have to do, rank-ordered from least to most important.
B. tasks and activities that you need and want to do, rank-ordered from most to least important.
C. tasks and activities that are required, and rank-ordered from least important to most important.
D. unranked task and activities.

Priorities are tasks and activities that you both need to and want to do. They are ranked from the most important first to the least important. Remember, there are no right or wrong priorities.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Setting Priorities

26. The purpose of ranking your priorities is to

A. reveal what is and what is not important to accomplish.
B. reveal where you spend most of your time.
C. set your schoolwork above everything else.
D. reveal the unimportant tasks you should focus on first.

Prioritizing helps you make informed decisions about what you can do to maximize your success.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Setting Priorities

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

27. A master calendar is

A. a list of your ranked priorities.
B. a daily task list.
C. the entire college term on one page, including assignments and important activities.
D. an unranked task list.

The important key to a master calendar is that it must include every week of the term and seven days per week.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

28. A schedule showing all regular, prescheduled activities due to occur in the week, together with onetime events and commitments, is a

A. weekly timetable.
B. priority list.
C. master calendar.
D. daily to-do list.

A weekly timetable is a grid that includes all the hours and days in a week. It gives you a holistic view of what you should prepare for throughout the week.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

29. A daily to-do list is a

A. schedule showing all regular, prescheduled activities due to occur in the week.
B. schedule showing all the weeks in your term.
C. list of activities that you need and want to do, ranked in order from most to least important.
D. schedule showing tasks, activities, and appointments for the day.

A daily to-do list can be written on a small, portable calendar that includes a separate page for each day of the week. Or you can keep it on your smartphone or tablet.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

30. If you have two papers and three tests due in the same week, but you know this six weeks ahead of time, you should do all of the following *except*

A. come up with strategies to manage the situation.
B. wait until the day before to work on your assignments.
C. ask your instructor if you can take your test earlier or later.
D. try to change some of the due dates.

Often, instructors are open to moving assignments up or back if you discuss your priorities with them far enough in advance.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

31. How much time should you allocate to your homework?

A. one hour every night
B. four hours every night
C. three hours for every one hour of class
D. 30 minutes per day

It's estimated that to get an A in your class, you should study an average of three hours for every one hour you're in class.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

32. When creating your daily to-do list, scheduling every minute of the day is considered

A. counterproductive.
B. critical.
C. effective time management.
D. enjoyable.

Scheduling every minute of your day is not effective. Often things come up that are out of your control.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

33. You are energized and ready to get working on your homework. You are in your

A. prime time.
B. optimum time.
C. priority time.
D. achievement time.

Whether you're a morning person or an evening person, schedule your studying around the time you are at your best.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

34. Breaking large tasks into smaller, bite-sized tasks is an effective way to deal with

A. preparation.
B. procrastination.
C. counterproductivity.
D. prime time.

Start with the easiest and simplest part of a task, and then focus on the harder parts.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Procrastination

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

35. Assessing the way you currently manage your time is the first step in improving your

A. time log.
B. to-do list.
C. time management.
D. prime time.

Take into account your strengths, weaknesses, and values.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Evaluating and Rethinking Your Time

36. Learning when to say no and preparing for interruptions allows you to

A. take control and follow your schedule.
B. procrastinate.
C. reassess your priorities.
D. reconsider your style of time management.

You don't have to say yes to every favor or task that someone asks of you. If you say yes, make sure you're not saying no to yourself.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Controlling Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

37. Seeing an objective record of what you've accomplished for a given day is

A. a reason to check off items on your to-do list.
B. not a reason to check off items on your to-do list.
C. equivalent to your master calendar.
D. not helpful.

Checking items off your to-do list also provides you with concrete reinforcement for completing a task.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Balancing School and Life

38. Reassessing your goals and priorities helps you

A. focus on unimportant tasks.
B. determine if you're falling behind in your schedule.
C. get more done in less time.
D. work harder, not smarter.

When you reassess your goals and priorities, you'll be able to determine if you're falling behind in your schedule.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Evaluating and Rethinking Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

39. Scheduling every moment so your entire day is planned is

A. the goal of time management.
B. becoming a timetable pawn.
C. equivalent to your master calendar.
D. counterproductive.

Remember not to overschedule yourself. You need time to relax and unwind, too.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

40. Of the following, what should *not* be added to your master calendar?

A. free time
B. assignments
C. due date
D. achievements

Even though achievements are important, they shouldn't be included on your master calendar.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

41. Sticking to the schedule that you've prepared is the most effective way to

A. manage your time.
B. procrastinate.
C. work harder, not smarter.
D. be reactive instead of proactive.

Effectively manage your time by sticking to the calendar that you've created.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Controlling Your Time

42. When you're identifying priorities for an entire term you should

A. choose specific activities rather than goals.
B. choose goals rather than specific activities.
C. focus on the most important course.
D. include your parents' and friends' priorities.

Write goals that you can achieve over the term.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

True / False Questions

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

43. Spending time with your children cannot 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.

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Controlling Your Time

Short Answer Questions

44. 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.

Blooms: Understand
Difficulty: 2 Medium
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

45. 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 recurring 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.

Blooms: Understand
Difficulty: 2 Medium
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

46. Describe three ways you can combat procrastination.

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

Blooms: Remember
Difficulty: 1 Easy
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Controlling Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

47. 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.

Blooms: Understand
Difficulty: 2 Medium
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Balancing School and Life

48. Explain "prime time," and describe your optional prime time.

Prime time is the time of day that my body clock is at its peak for studying. My prime time is at 8:00 p.m. The house is quiet, I have ample energy to do my homework, and my motivation is very high.

Blooms: Understand
Difficulty: 2 Medium
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Organizing Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank

49. List your three top priorities and explain why they are your top three.

My top three priorities are: (1) finishing papers one day before they are due, (2) reading all of my assignments, and (3) finding a part-time job. If I finish my papers before they are due, I won't feel like I'm working until the last minute and rushed in order to get my homework done. Reading my assignments is a key priority for me, as I usually put this aside. However, I find when I do read, my grades are much better. Finally, a part-time job is important for me so I have some spending money, as well as learn how to balance work and school.

Blooms: Understand
Difficulty: 2 Medium
Learning Objective: 02-02 Identify ways to deal with surprises and distractions.
Topic: Setting Priorities

50. List two strategies that help you stay on task and control your time.

Answers will vary: (1) Just say no. It's OK to say no when a friend needs help. If I am in the middle of something, it can take much longer than anticipated, putting me behind my own schedule. (2) Get away from it all. It's very effective for me to lock myself in my bedroom to avoid distractions so I can concentrate on my assignments without interruption.

Blooms: Understand
Difficulty: 2 Medium
Learning Objective: 02-03 Explain ways to balance competing priorities.
Topic: Controlling Your Time

Copyright © 2017 McGraw-Hill Education. All rights reserved. No reproduction or distribution without the prior written consent of McGraw-Hill Education.

POWER Learning Strategies for Success in College and Life 7th edition Feldman Test Bank