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Chapter 2: Time Management

Test Questions

Multiple Choice

Choose ONE answer per question.

1. Locus of control refers to _____.

   a. how much control the events that affect you have over you

   b. how much control you believe you have over the events that affect you

   c. being able to control how you feel when stressed

   d. being unable to control how you feel when stressed

2. If you find yourself frequently saying "I don't have time," you likely have a(n) _____ locus of control.

   a. external

   b. internal

   c. natural

   d. artificial

3. What will probably happen if you try to use your memory as your only planner?

   a. You will concentrate primarily on your social activities.

   b. You will concentrate primarily on your academic responsibilities.

   c. You will become more focused and better organized.

   d. You will probably forget important events and deadlines.

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4. A(n) _____ is a calendar that shows all the important dates that are specific to your campus.

   a. day planner

   b. monthly planner

   c. academic calendar

   d. electronic calendar

5. Which of these are commonly found on an academic calendar?

   a. Family birthdays

   b. Add/drop deadlines

   c. Reading assignments

   d. Study group meeting times and dates

6. Jenna is using her cell phone's electronic calendar to map out her various deadlines, school and work schedules, and social commitments. What should Jenna do as she enters her information?

   a. Include no more than one commitment per day.

   b. List her work hours first because that should be her highest priority.

   c. Include tasks related to her daily routine, such as meals and showering.

   d. Use a different color for each category (school, work, social obligation, etc.).

7. What should you do if you look ahead on your calendar and see that you have a research paper due the same week as a test?

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a. Plan to focus on the research paper because research papers are more important than tests.

b. Plan to focus on the test because tests are more important than research papers.

c. Find time to finish some other assignments early to free up extra study time.

d. Ask one of the instructors to change the date of the test or paper to give you more time.

8. A good time manager allows for emergencies by _____.

a. finishing assignments before actual due dates

b. creating monthly planners instead of weekly planners

c. refraining from rearranging the schedule under any circumstances

d. working off-campus only on the weekends

9. How often should you check your calendar?

a. Three to five times each day

b. Once or twice each day

c. A few days a week

d. Once a week

10. An example of using your study time wisely is _____.

a. using your waiting time to review

b. multitasking

c. waiting until the end of the day to review

d. setting unfeasible study goals

11. When should you check your phone or computer for messages?

a. Whenever you are tempted to do so

b. No more than once a day

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c. At a set time

d. Whenever the "new message" alert sounds

12. Doing more than one thing at a time is referred to as _____.

a. procrastinating

b. commuting

c. matriculating

d. multitasking

13. Research shows that students will study more effectively if they are able to _____.

a. browse the Internet while they work

b. concentrate on one task at a time

c. study only during scheduled study times

d. text with friends while studying

14. For each hour spent in class, you should schedule _____ hour(s) of study time.

a. ½ c. 1½

b. 1 d. 2

15. The habit of delaying something that needs your immediate attention is called _____.

a. multitasking

b. time management

c. procrastination

d. overextending

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16. According to Dr. Piers Steel, _____ of college students spend time procrastinating.

    a. 15 to 30 percent

    b. 35 to 50 percent

    c. 60 to 75 percent

    d. 80 to 95 percent

17. Stephanie has a large, complex assignment due in two weeks for her biology class. She is not sure how best to tackle completing it on time. What will NOT help Stephanie finish her project on time?

    a. Putting it off until next week—one week is plenty of time to finish

    b. Creating a to-do list and checking off items as she gets them done

    c. Rewarding herself when she finishes various aspects of the project

    d. Reminding herself that not enjoying an assignment is not a good reason to put it off

18. The best way to organize a major writing assignment is to _____.

    a. ask your instructor to provide a plan

    b. avoid any preparation or planning

    c. plan to complete the entire assignment three days before the due date

    d. break the assignment into smaller steps with individual deadlines

19. When Molly was in high school, she had to attend summer school twice because her procrastination caused her to fail several classes. Now that she has started college, she

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wants to turn over a new leaf and focus on getting her assignments finished and handed in on time. Which of these strategies can help Molly avoid procrastination?

a. Rely on her memory to keep her schedule straight.

b. Say "no" to friends and family members who want her attention.

c. Focus on the activities and tasks that are the most fun.

d. Keep her tablet handy in case she needs to look something up on the Internet.

20. When you _____, you put your tasks, goals, and values in order of importance.

a. overextend

b. procrastinate

c. multitask

d. prioritize

21. Which of these should be the highest priority?

a. Studying for a test in two days

b. Attending your best friend's party

c. Watching your favorite TV show

d. Shopping for a new dress for a party

22. Peter is going to see his instructor about a recent failing grade he received on a test. He does not think the grade is fair because he didn't have time to study. His instructor insists that Peter had plenty of time to study, because he found out about the test over two weeks ago. What is a choice that Peter should have made when he first found out about the test?

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a. He should have extended his workouts to three hours every night.

b. He should have attended the parties in his dormitory every weekend.

c. He should have cut back on other activities and prioritized studying.

d. He should have stayed up and studied all night before the day of the test.

23. Which of these strategies can help you keep track of all the tasks you need to remember?

a. Multitasking

b. Creating a to-do list

c. Getting to class on time

d. Allowing yourself time to adjust to life in college

24. When you have too much to do given the resources available, you are _____.

a. procrastinating

b. overextended

c. prioritizing

d. multitasking

25. Leo is dangerously close to failing some of his classes this semester. He is taking four advanced science classes with lab sections, plays soccer in his free time, and sings in a choir on weekends. How should Leo deal with being so overextended?

a. He should start drinking coffee with breakfast to keep his energy up.

b. He should learn to take on only what he can handle.

c. He should sleep less at night so he has more time to study.

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d. He should get a tutor to help him with his class work.

26. Which of the following is NOT a strategy for successful time management?

a. Determine what a realistic workload is for you.

b. Prepare to-do lists to keep track of all of your tasks.

c. Learn to say "no" to obligations that will prevent you from getting your work done.

d. Schedule study times around social activities.

27. What is the best way to focus and keep your priorities on track?

a. Tackle large jobs all at once rather than in stages.

b. Hold onto all of your time commitments, even when stressed.

c. Finish what needs to be done before moving from work to pleasure.

d. Avoid spending time alone.

28. Being on time, or _____, is a behavior that all instructors expect from their students.

a. punctuality

b. honesty

c. animosity

d. democracy

29. How might you demonstrate respect for your instructors or fellow students?

a. Catch up on sleep in the back row of class.

b. Skip appointments during office hours.

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c. Text your friends during class to make extracurricular plans.

d. Plan ahead for transportation so you get to class on time or early.

30. What is an appropriate response when you identify that you have a time-management problem and trouble prioritizing?

a. Forge ahead to finish the term, and then take the next term off to clear your head.

b. Take stock, make changes, and seek help from the counseling center if necessary.

c. Drop out of your most difficult classes and focus on the easier ones so that your GPA doesn't plummet.

d. Change your focus from your coursework to extracurricular and family activities to take the pressure off yourself and get some moral support.

True/False

31. Recognizing that you can be in control is the first step to effective time management.

32. We don't really have a choice when it comes to big and small decisions about how we use our time.

33. Your calendar should include only school- and work-related assignments, deadlines, and commitments.

34. Some people procrastinate because they are perfectionists.

35. Procrastinating can signal that it's time to reassess your goals and objectives.

36. When you have doubts about your academic plans and goals, a counselor can make decisions for you.

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37. One way to beat procrastination is to break down large tasks into smaller steps.

38. Setting priorities in college is important to create a balance between your academic schedule and activities in your life.

39. Many students of all ages sometimes feel overwhelmed by the additional responsibilities that college brings.

40. Scheduling all your classes in a block of time without breaks is never an effective scheduling method.

Short Answer

41. Describe two problems likely to develop in college students who procrastinate in their studies.

42. List three ways to avoid distractions while studying.

43. How can you avoid overextending yourself?

44. Identify three components of good time management.

45. Name one benefit and one drawback of block scheduling.

Essay

46. Describe common time-management problems facing college students.

47. Describe your strategies for overcoming procrastination and staying motivated with your coursework.

48. Describe the top five ways that you organize your day. What are the strengths and challenges of these methods or behaviors?

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49. What is your ideal class schedule and why?

50. Which principle of time management do you consider the most important? Why?

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Chapter 2 Answer Key

1. b, Managing Your Time

2. a, Managing Your Time

3. d, Managing Your Time

4. c, Using Time-Management Tools

5. b, Using Time-Management Tools

6. d, Using Time-Management Tools

7. c, Using Time-Management Tools

8. a, Using Time-Management Tools

9. b, Using Time-Management Tools

10. a, Using Time-Management Tools

11. c, Using Time-Management Tools

12. d, Using Time-Management Tools

13. b, Using Time-Management Tools

14. d, Using Time-Management Tools

15. c, Procrastination

16. d, Procrastination

17. a, Procrastination

18. d, Procrastination

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19. b, Procrastination

20. d, Setting Priorities

21. a, Setting Priorities

22. c, Setting Priorities

23. b, Setting Priorities

24. b, Setting Priorities

25. b, Setting Priorities

26. d, Setting Priorities

27. c, Setting Priorities

28. a, Appreciating the Value of Time

29. d, Appreciating the Value of Time

30. b, Appreciating the Value of Time

31. True, Managing Your Time

32. False, Managing Your Time

33. False, Using Time-Management Tools

34. True, Procrastination

35. True, Procrastination

36. False, Procrastination

37. True, Procrastination

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38. True, Setting Priorities

39. True, Setting Priorities

40. False, Appreciating the Value of Time

41. Answers will vary, but students should identify two problems likely to develop in college students who procrastinate in their studies. Examples include: avoiding confronting other tasks and problems, and being more likely to develop unhealthy habits such as higher levels of alcohol consumption, smoking, insomnia, a poor diet, or lack of exercise. Other valid responses are also acceptable. See *Procrastination*.

42. Answers will vary, but students should identify three ways to avoid distractions while studying. Examples include: find a quiet place to study; stick to a study routine; break down large tasks; leave the TV, CD player, radio, cell phone, etc., off; and stay away from the computer if tempted to check e-mail or a social networking site. Other valid responses are also acceptable. See *Procrastination*.

43. Answers will vary, but students should explain what they can do to avoid overextending themselves. Examples include: if you do not have enough time to carry your course load and meet your commitments, drop a course before the drop deadline; assess your time commitments and let go of one or more activities that are lower on your priority list than school; and do not commit to more than you can possibly achieve. Other valid responses are also acceptable. See *Setting Priorities*.

44. Answers will vary, but students should identify three components of good time management. Examples include: knowing what your goals are, setting priorities to meet your goals, placing yourself in control of your time, finding a balance, using a planner, and

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maintaining a to-do list. Other valid responses are also acceptable. See *Using Time Management Tools*, *Procrastination,* and *Setting Priorities*.

45. Answers will vary, but students should identify one benefit and one drawback of block scheduling. Examples of benefits include cutting travel time and providing more flexibility for scheduling employment or family commitments. Examples of drawbacks include little time to process information or study between classes, fatigue, 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. Other valid responses are also acceptable. See *Appreciating the Value of Time*.

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