
Assessment

Time Management

Fourth Edition

Complete this book, and you'll know how to:

- 1) Define the basics of time management and determine how you presently use time.
- 2) Apply time management techniques.
- 3) Identify and address both environmental and self-generated time-wasters.
- 4) Make the most of travel time.
- 5) Apply time management principles and techniques.



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Assessment Questions for *Time Management* *, Fourth Edition*

Select the best response.

1. Mail should be sorted into:
 - A. Information only
 - B. Action
 - C. Route to others
 - D. Trash
 - E. All of the above.
2. In deciding how to use time, the first consideration is:
 - A. What do I most enjoy doing?
 - B. What's the best use of my time right now?
 - C. Can I put off doing this?
 - D. Is the use of time efficient?
3. The person you're visiting can offer good suggestions for convenient hotels.
 - A. True
 - B. False
4. Preparing a daily "to do" list is a waste of time.
 - A. True
 - B. False
5. Deploying more resources to meet a deadline isn't an acceptable alternative.
 - A. True
 - B. False
6. Everyone has some control over the use of time.
 - A. True
 - B. False
7. Which of the following should be included in a written trip itinerary?
 - A. Names, addresses, and phone numbers of people you'll be visiting
 - B. Name, address, and telephone number of the hotel where you'll be staying
 - C. Date and time of your departure along with flight or train numbers
 - D. All of the above.

8. It's necessary to identify and operate within what two time horizons?
 - A. A week and less
 - B. More than a week
 - C. Six months and less
 - D. A and C
 - E. A and B

9. Time is wasted if:
 - A. You're kept from higher-priority activities
 - B. You're taking a break
 - C. You spend time reading
 - D. None of the above

10. When analyzing your use of time, you should consider its:
 - A. Necessity
 - B. Appropriateness
 - C. Efficiency
 - D. All of the above

11. To save time, you should try to handle any piece of paper only once.
 - A. True
 - B. False

12. When deciding if a trip is necessary, consider:
 - A. Can someone else go?
 - B. Can the other person visit you?
 - C. Can a virtual meeting be used?
 - D. Can you handle it by mail or telephone?
 - E. All of the above.

13. Long-term planning aids include:
 - A. Milestone charts
 - B. PERT diagrams
 - C. Action-planning worksheet
 - D. All of the above

14. A prioritized daily list is the best way to keep focused on your objectives.
 - A. True
 - B. False

15. Which of the following is not a self-generated time-waster?
 - A. Disorganization
 - B. Procrastination
 - C. Meetings
 - D. Personal needs
16. In some locales, trains are a preferred travel mode.
 - A. True
 - B. False
17. Effective time management:
 - A. Must fit your own style and circumstances
 - B. Doesn't require changing old habits
 - C. Isn't available to everyone
18. When prioritizing tasks, those which may contribute to improved performance but don't have critical deadlines should be considered:
 - A. "Must Do" priority
 - B. "Should Do" priority
 - C. "Nice to Do" priority
19. When it comes to prioritizing, the organizational rank or intensity of the person making the request determines the importance of the request.
 - A. True
 - B. False
20. If you tend to procrastinate, try completing undesirable tasks:
 - A. At the end of each day
 - B. Early in the day
21. Planning makes the following contributions to your life:
 - A. It keeps you busy maintaining records.
 - B. It identifies the resources needed to complete a task.
 - C. It tells you what you need to do to achieve an objective.
 - D. B and C
22. Which of the following may help deal with procrastination?
 - A. Set a deadline
 - B. Set up a reward system
 - C. Break up a job into small pieces
 - D. Arrange for follow-up
 - E. All of the above

23. Booking your hotel room on the executive floor is an unnecessary expense for the business traveler.
 - A. True
 - B. False
24. People differ as to the time during a day when they do their best work.
 - A. True
 - B. False
25. Which of the following are recommended techniques for reducing interruptions?
 - A. Explaining to visitors that you need to return to the work at hand.
 - B. Asking someone else to answer your phone calls and take messages.
 - C. Standing up and not inviting your visitor to sit.
 - D. Closing the door to your office.
 - E. All of the above.
26. A personal filing system might include files for:
 - A. Projects
 - B. Instant tasks
 - C. Background information
 - D. All of the above
27. Long-term plans exceed a week.
 - A. True
 - B. False
28. Regular staff meetings seldom waste time.
 - A. True
 - B. False
29. If you know that the work you're doing is essential, you can save time by:
 - A. Doing it yourself
 - B. Doing it as it has always been done
 - C. Deciding if there's a better way to do it
30. A small voice recorder can be very useful for dictating correspondence while traveling.
 - A. True
 - B. False

31. Which of the following isn't a good use of time for meetings:
 - A. Planning an agenda
 - B. Establishing a time limit
 - C. Encouraging people to discuss an issue as long as necessary
32. If someone is late for an appointment, you should:
 - A. Always wait
 - B. Not spend an unreasonable amount of time waiting
 - C. Never wait
33. There's no advantage to keeping track of variance between actual and planned while a project is under way.
 - A. True
 - B. False
34. You can control time taken up by visitors by:
 - A. Turning your desk away from the door
 - B. Meeting colleagues at their workplace
 - C. Either of the above
35. Travel time should be spent:
 - A. Reviewing material for the upcoming meeting.
 - B. Reading professional journals.
 - C. Catching up on correspondence.
 - D. Proofreading report drafts.
 - E. Any of the above.
36. If you get interrupted in a task, you should:
 - A. Attend to the interruption immediately
 - B. First assess the importance of the request
 - C. Refuse to let the interruption interfere with your work
37. If you're in danger of missing a deadline on a project, you might consider:
 - A. Offering incentives for improved performance
 - B. Looking for alternative suppliers
 - C. Substituting with a comparable item
 - D. Eliminating nonessential steps
 - E. All of the above

38. You should do work which requires concentration and thought:
 - A. In the morning
 - B. In the afternoon
 - C. In your individual “prime time”
39. Which of the following should be advised of your travel itinerary?
 - A. Staff
 - B. Family
 - C. Those you plan to visit.
 - D. All of the above
40. Time and effort invested in quality assurance should not exceed the cost of potential error.
 - A. True
 - B. False
41. Planning aids should record all necessary activities and elaborate details about each.
 - A. True
 - B. False
42. Time-wasters are:
 - A. Self-generated
 - B. A product of environment
 - C. Either A or B
43. For short out-of-town trips, it is often appropriate to rent a car for the trip.
 - A. True
 - B. False
44. With carefully analysis, all potential risk can be eliminated.
 - A. True
 - B. False
45. A list of your tasks for a single day should:
 - A. Be prioritized
 - B. Not be destroyed by interruptions
 - C. Be completed by the end of the day

46. To manage time, you should:
- A. Prepare for the unexpected.
 - B. Identify your best energy cycle.
 - C. Eliminate or reduce distractions.
 - D. Delegate as much as possible.
 - E. All of the above.
47. Which of the following are benefits of better time utilization?
- A. More time to read.
 - B. More time to relax.
 - C. More time to think.
 - D. All of the above.
48. A PERT diagram:
- A. Shows the relationships among various steps
 - B. Identifies who's responsible for each step
 - C. Is useful only if all steps in a project take the same amount of time
 - D. All of the above
49. Crises:
- A. Are inevitable
 - B. Are always beyond your control
 - C. May be reduced through contingency planning
 - D. Must always be handled at the time they occur
50. Teleconferencing can be an economical alternative to a business trip.
- A. True
 - B. False

**Assessment Answer Key for
Time Management
, Fourth Edition**

Recommended response (Corresponding workbook page)

- | | | | |
|---------------|---------------|----------------|------------|
| 1. E (61) | 14. A (42) | 27. A (31) | 40. A (59) |
| 2. B (22, 26) | 15. C (49) | 28. B (63) | 41. B (32) |
| 3. A (78) | 16. A (75) | 29. C (12) | 42. C (59) |
| 4. B (42) | 17. A (9) | 30. A (63) | 43. A (77) |
| 5. B (66) | 18. B (21) | 31. C (63) | 44. B (60) |
| 6. A (11) | 19. B (58) | 32. B (63) | 45. A (42) |
| 7. D (79) | 20. B (53) | 33. B (35, 37) | 46. E (23) |
| 8. E (44) | 21. D (31) | 34. C (62) | 47. D (14) |
| 9. A (57) | 22. E (53) | 35. E (76) | 48. A (37) |
| 10. D (12) | 23. B (78) | 36. B (51) | 49. C (64) |
| 11. A (26) | 24. A (19) | 37. E (76) | 50. A (74) |
| 12. E (73) | 25. E (61-62) | 38. C (19) | |
| 13. D (32) | 26. D (52) | 39. D (79) | |