

Assessment

Practical Time Management

First Edition

The objectives of this book are:

- To explain how to evaluate one's present use of time
- To demonstrate how to determine what portion of one's time is under one's control
- To provide strategies for improving the use of time that is under one's control
- To show how to handle the time that is not under one's control

■ CRISP_{series}

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Assessment Questions for Practical Time Management, First Edition

Select the best response.

1. Successful time managers have complete control over their own schedules every day.
 - A. True
 - B. False

2. The main purpose of setting time use objectives is to help you achieve:
 - A. 100% of the tasks that present themselves during your day
 - B. The tasks that take 80% of your time and produce 20% of your results
 - C. The tasks that take 20% of your time and produce 80% of your results

3. Select the best objective statement:
 - A. We will recruit and train some new engineers in the near future.
 - B. We need to find three engineers by end of May.
 - C. We will hire and orient three engineers by May 30, at a cost of \$15,000 or less.

4. When beginning to make efforts to use time to better advantage, you should:
 - A. Log and analyze in detail how you currently use your time
 - B. Forget your present habits and start fresh
 - C. Jot down a quick impression of how you currently use your time

5. It is possible to free up time in your week by:
 - A. No longer doing low-priority tasks
 - B. Delegating some of your work
 - C. Increasing your efficiency
 - D. Any of the above

6. Delegating is the only way to broaden your range of influence beyond what you are personally able to do.
 - A. True
 - B. False

7. A good reason not to delegate a task would be:
 - A. Fear that the job will not be completed as well by another as it could by you
 - B. A lack of staff available to complete the task
 - C. Preferring not to give away work that you personally enjoy

8. A “participative” range of control and influence in delegation involves:
 - A. The supervisor having 10% control and the employee having 90% control
 - B. The employee having 100% control
 - C. The supervisor and employee each having 40-to-60% control

9. Successful delegating involves all but one of these tasks. Which one?
 - A. Establish a policy of open communication with your staff
 - B. Provide the training necessary for employees to complete the work
 - C. Monitor each aspect of your staff’s performance
 - D. Provide guidance when a problem occurs

10. Planning is a process that can help you:
 - A. Become aware of the time required to complete a task
 - B. Gain understanding of the cost involved in a project
 - C. Achieve your goals
 - D. All of the above
 - E. None of the above

11. The busiest people are the ones who accomplish the most.
 - A. True
 - B. False

12. A time waster is defined as:
 - A. Taking a break
 - B. Reading a magazine
 - C. An activity that keeps you away from higher priority ones

13. When interrupted by someone making a request of you, you should:
 - A. Stop what you are doing and attend to the request
 - B. Evaluate the importance of the person making the request
 - C. Evaluate the importance of the task

14. If you are procrastinating because a task is unpleasant, you should avoid:
 - A. Planning to do it at the end of the work day
 - B. Setting a deadline to complete it
 - C. Promising yourself with a material reward upon completion
 - D. Having someone else check in on your progress

15. One of these responses to dealing with mail is a time waster. Which one?
 - A. Handle each piece of mail only once
 - B. Respond by telephone with requested information
 - C. Read each piece of mail when you receive it
 - D. Write a response longhand on a letter and send it back

16. The majority of crises that sap time from most employees are due to factors beyond their control.
 - A. True
 - B. False

17. Wasting time due to meetings could be reduced if participants would:
 - A. Schedule more meetings
 - B. Ask more people to attend meetings
 - C. Question whether or not they need to attend a given meeting
 - D. Offer a free flow of opinions on topics as they come up during the meeting

18. People who waste their own time and that of others through unscheduled visits tend to have a strong need for:
- A. Acceptance
 - B. Social interaction
 - C. Perfection
19. The person you are speaking with may feel you are wasting her time if she:
- A. Glances at papers
 - B. Moves away from you
 - C. Picks up a pen or calculator
 - D. All of the above
 - E. None of the above
20. A good strategy for someone who wastes time due to a desire for acceptance is to:
- A. Settle for a “good enough” approach rather than aiming for excellence
 - B. Ask a boss or coworkers for an honest work appraisal
 - C. List all the tasks that you feel you do well
 - D. All of the above
21. It is worth taking the time to ensure a document is perfect:
- A. If the result gives you a feeling of satisfaction
 - B. If the cost of a potential error outweighs the time expended
22. In making a risky decision, it is a good idea to ask yourself:
- A. “Is there a way I can eliminate all the risk?”
 - B. “Can I delay taking action on this point at this time?”
 - C. “What are the chances of a positive outcome?”
 - D. “To whom can I pass on the decision-making responsibility?”
23. To change your bad habits in the use of time, you can expect it to take you:
- A. A couple of days
 - B. Two to six weeks
 - C. Up to six months

24. You should use time productively by doing some other task while you are:
- A. On the phone with someone
 - B. On a bus or plane
 - C. Waiting for someone
 - D. A and B
 - E. B and C
25. Even after learning the principles of time management, people rarely change their ways unless they establish specific objectives.
- A. True
 - B. False

**Answer Key for
Practical Time Management, First Edition**

Recommended response (Corresponding workbook page)

1. B (5)	6. A (45)	11. B (90)	16. B (87)	21. B (102)
2. C (16)	7. B (45)	12. C (79)	17. C (87)	22. C (102)
3. C (16)	8. C (48)	13. C (80)	18. B (97)	23. B (117)
4. A (29)	9. C (59)	14. A (85)	19. D (97)	24. E (121)
5. D (31)	10. D (63)	15. C (86)	20. C (100)	25. A (109)