

Assessment

Organizing Your Work Space

Revised Edition

The objectives of this book are:

- To show how to manage paper work
- To provide principles of organization
- To suggest where items should be kept

■ CRISP_{series}

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Assessment Questions for Organizing Your Work Space, Revised Edition

Select the best response.

1. A common mental block to becoming organized is:
 - A. Fear of becoming inflexible
 - B. Fear of throwing something important away
 - C. Both of the above

2. When tackling an organization project:
 - A. It is best done in one day
 - B. It shouldn't be done in one day
 - C. Just jump in and do as much as possible at one time

3. Which of the following items should you toss or recycle?
 - A. An integral part of a client file
 - B. A duplicate copy
 - C. Information no one else has
 - D. New information for an existing project

4. A good place to organize first is the area:
 - A. Closest to your immediate workspace
 - B. Farthest away from your immediate workspace
 - C. Where you keep permanent files
 - D. Any of the above

5. Organizing your bookcases:
 - A. Allows you to save dated but valuable material
 - B. Is best when done in short, timed sessions
 - C. Requires you to touch every neglected binder, book, file and newspaper
 - D. All of the above

6. These items can be eliminated:
 - A. Old versions of manuals if you have new versions
 - B. Second copies of anything
 - C. Anything you forgot was there
 - D. Any project information that is no longer within your scope
 - E. All of the above

7. The best way to place file folders in a desk drawer is:
 - A. Facing forward
 - B. Facing your chair

8. It is a good idea to file every business card you receive.
 - A. True
 - B. False

9. The basic principle is to keep:
 - A. Like things together
 - B. The things you use most sorted by category
 - C. Everything close at hand
 - D. All of the above

10. All but one of the following are filing mistakes. What is the one exception?
 - A. Creating too many small files
 - B. Forgetting your filing system
 - C. Using long titles for folders
 - D. Filing with a provision for purging
 - E. Keeping history and current information together

11. The best memory associative heading for a file is:
 - A. A phrase
 - B. A noun
 - C. A generalization
 - D. Any of the above

12. Which is the better file label?
- A. 1995 operating plan
 - B. Operating plan 1995
13. Clutter is:
- A. A project spread out over a work surface
 - B. Unrelated documents mixed together
 - C. Projects that you are working on now
 - D. All of the above
14. Getting organized begins with deciding what:
- A. Changes you would like
 - B. Your system should accomplish
 - C. Are your goals
 - D. All of the above
15. Appointments on a calendar should be written in:
- A. Ink
 - B. Pencil
 - C. Colored pencil
 - D. Marking pen
16. A project monitoring form on top of your desk:
- A. Allows you to put away other papers related to a project
 - B. Is not desirable because it is just another form
 - C. Should be accompanied by all the papers related to the project
17. You should clear your desk at the end of each day because:
- A. One day's accumulation is easily handled
 - B. It signals you have no longer need the papers that have accumulated
 - C. Out of sight is out of mind

18. Screening your mail at your mailbox:
- A. Will help you prioritize next steps
 - B. Is not recommended
 - C. Delays your workday
19. Your Out Box should be cleared:
- A. Once a week
 - B. Once a day
20. Information about follow-up activities that must be done on specific dates should be kept in your:
- A. Next-Week file
 - B. Working files
 - C. Tickler file
 - D. In Box
21. Which filing principle is not correct?
- A. File papers in broad categories
 - B. Alphabetize
 - C. File by subject
 - D. Purge regularly
 - E. Head files with a date
22. A daily To-Do list should not have more than fifteen items on it.
- A. True
 - B. False
23. Divide incoming mail into categories by:
- A. Date
 - B. Action
 - C. Priority
 - D. Any of the above

24. When processing the reading stack:
- A. File with related material, unread
 - B. File with related material, read
 - C. Route it
 - D. Discard it
 - E. Any of the above
25. It is a good idea to keep one working calendar in your office and one working calendar in your briefcase.
- A. True
 - B. False

Answer Key for Organizing Your Work Space, Revised Edition

Recommended response (Corresponding workbook page)

1. C (14)	6. E (21)	11. B (42)	16. A (58)	21. E (48)
2. B (5)	7. B (46)	12. B (43)	17. A (70)	22. A (54)
3. B (15)	8. B (48)	13. B (11)	18. A (73)	23. D (73)
4. B (20)	9. A (22)	14. D (19)	19. B (51)	24. E (76)
5. D (21)	10. D (37)	15. B (53)	20. C (66)	25. B (53)