

CHAPTER 2 READING QUESTIONS 14th EDITION: The Master Student

Time

Multiple Choice

Identify the choice that best completes the statement or answers the question.

1. Time is an equal opportunity resource because
 - a. it can be saved up and stockpiled by everyone.
 - b. when you are out of time, you can always find more.
 - c. everyone has the same amount of time to spend each week.
 - d. it is a renewable resource.

2. An example of the time-management strategy of using wait-time is
 - a. bringing your homework with you to an appointment at the doctor's office.
 - b. asking yourself if what you are doing needs to be perfect.
 - c. breaking a larger project down into smaller pieces.
 - d. putting a "Do Not Disturb" sign on your door so your family (or roommates) will wait to talk to you later.

3. Effective time- management skills include
 - a. scheduling random times for sleeping and eating.
 - b. leaving unscheduled time in your schedule to allow for the unexpected.
 - c. studying 20 minutes for every hour of class time.
 - d. filling every minute outside of class time with an action activity.

4. Goals can be made more effective by
 - a. leaving them in a more generalized form.
 - b. only having long term goals.
 - c. examining them closely to see what they are really about.
 - d. limiting them only one area of your life.

5. The scheduling of downtime each day can be useful because it
 - a. lets you back out of all the commitments you have made.
 - b. gives you a sense of accomplishment by feeling "free."
 - c. helps you realize that you are not accountable to anyone and thus "free."
 - d. can yield a sense of renewal.

6. A way of stopping procrastination is to
 - a. play tricks on yourself to get you started on a task you have been avoiding.
 - b. write goals in several time frames to give yourself plenty of opportunities.
 - c. always start a task on Wednesdays.
 - d. delegate tasks – to anyone.

7. Web surfing with a specific purpose
 - a. will open up more study time.
 - b. will keep you from learning interesting facts.
 - c. will prevent you from finishing your e-mail inbox.
 - d. has no real advantage.

8. Which of the following will make your use of e-mail more efficient?
 - a. Having separate accounts for personal use and work use.
 - b. Saving the personal account for use only at home.
 - c. Having a separate account for newsletters and such.

- d. Having specific times set aside to check your email account.
 - e. All of these.
9. Which of the following is not one of the steps in creating a daily to-do list?
- a. Brainstorm tasks.
 - b. Rate each task with a level of priority.
 - c. Cross off tasks when they are completed.
 - d. Monitor your time.
10. Which of the following is not one of the strategies in the seven day anti-procrastination plan?
- a. Make it meaningful.
 - b. Find a reward.
 - c. Always say yes to requests for assistance.
 - d. Tell everyone your plan.
11. The key terms to remember when writing goals are
- a. setting, timing, achieving, and reorganizing.
 - b. starting, time frames, alignment, and reasoning.
 - c. specific, time, areas, and reflect.
 - d. statement, timeline, amount, and review.
12. A long-term planner is best used for
- a. the overview of an entire semester, quarter, or a year at a glance.
 - b. weekly assignments from Monday to Friday.
 - c. school based activities (assignments) only.
 - d. the length of a single quarter or semester.
13. C priority items in an ABC task list are tempting to complete first because they
- a. are immediate and important goals.
 - b. lead directly to our long-term goals.
 - c. are often small, easy tasks with no real set timelines.
 - d. cannot be postponed.
14. Some of the ways to get the most out of your study time include
- a. having a regular study area that is associated with studying.
 - b. giving yourself adequate time for the subject.
 - c. doing difficult (or boring) subjects first.
 - d. All of these.
15. Which of the following about planning is false?
- a. Planning allows for new possibilities.
 - b. Planning does not allow for spontaneity.
 - c. Planning is not a restraint.
 - d. Planning allows you to change
16. In the high-tech world a way to manage your time efficiently is to
- a. use instant messaging during class time.
 - b. check e-mail very frequently.
 - c. filter your e-mails and turn off the mail arrival signal.
 - d. shorten your online attention span.

True/False

17. Scheduling a large block of study time is a preferred study option to increase your productivity.
18. To maintain your productivity at the end of a long day the question you do NOT want to ask yourself is “Can I do one more thing?”
19. For many students silence is the best form of music study by.
20. An effective strategy for long-term planning is to start with long-range goals and work backwards.
21. Even if your plan is not complete, you should take action.
22. When creating daily to-do lists, strict adherence to the written plan is essential for them to work.
23. According to the time frame established by *Becoming a Master Student* mid-term goals are objectives you can accomplish in one to five years.
24. A way to avoid a growing to-do list is to do the task immediately, rather than later.
25. Trying to multi-task will more likely lower your ability to complete the tasks efficiently.
26. If one really wants to achieve a goal it should be translated into specific, concrete behaviors.
27. To avoid your life becoming too one-sided, goals should be set for a variety of categories.
28. Breaking complex assignments into smaller or simpler tasks can be an effective tool to overcome procrastination in getting started.