

Name _____

Date _____

Time Management

Read each question and circle the correct answer.

1. Which of the following is a **true** statement?

- A. Time management means always doing more than one task at the same time.
- B. Good time management means never taking breaks.
- C. Time management is about planning to get tasks done and doing them.
- D. One way to manage your time well is to ignore deadlines and focus on doing the most fun activities.

2. Alan has been studying for his math test for an hour. He knows he needs to study for at least another hour, but he is feeling distracted. His phone keeps buzzing with text messages, and he's hungry. What would be the best thing for Alan to do now?

- A. He should keep studying until he falls asleep.
- B. He should talk to his friend, eat a snack and keep studying all at the same time.
- C. He should take a quick break, so he can get a snack and respond to his texts before he goes back to studying.
- D. He should stop studying and make plans to see his friends.

3. Zeina is following the time management steps. She just made a list of her tasks and estimated how much time they will take. What should she do next?

- A. She should take a break and eat a snack.
- B. She should organize her tasks alphabetically.
- C. She should cross off tasks that she doesn't want to do right away.
- D. She should prioritize her tasks, or put them in order of importance.

4. If you aren't sure how long a task will take, you should _____.

- A. skip it
- B. do it last
- C. give yourself only 5 minutes to finish it
- D. give yourself extra time to finish it

5. Dylan has a final exam on Tuesday. His goal is to earn an A on it. On Monday afternoon, he starts playing video games. When his father tells him to study, Dylan responds, "I'll do it later." What could Dylan improve about his time management skills?
- A. He should think about his goals and what will help him to reach them.
- B. He should make a more flexible schedule.
- C. He should take more breaks.
- D. Dylan is managing his time well.
6. Which of the following **is** a good time management strategy?
- A. forgetting about deadlines
- B. never looking at a schedule or to-do list and just doing the tasks you remember
- C. thinking about the consequences of your actions when you prioritize your tasks
- D. keeping your phone next to you while you study
7. Amina has a piano recital on Wednesday and a camping trip on Sunday. She spends 30 minutes on Monday and Tuesday practicing piano. After the piano recital, she calls her friends to make sure they have all the camping equipment they will need. On Friday, she rents the equipment they are missing. Amina most likely _____.
- A. isn't managing her time well
- B. considered dates and deadlines when she made her schedule this week
- C. should have rented the camping equipment much earlier
- D. should have practiced piano for 20 minutes on Thursday
8. Which of the following should you put on your schedule?
- A. soccer practice
- B. getting ready for school
- C. babysitting
- D. all of the above

9. Jourdan's goal this summer is to learn to play three songs on the guitar. He has a summer job at a restaurant four days a week. This week, on his day off, he goes to the lake with his best friend. Before work, he reads his favorite comic books and makes breakfast. After work, he helps his father cook dinner and plays basketball with his sister. Which of the following did Jourdan forget to do when making his schedule this week?

- A. He didn't consider his personal goal and what he could do to work toward it.
- B. He didn't do any tasks that he wanted to do. He only did things he had to do.
- C. He didn't consider tasks that had a set time that couldn't be changed.
- D. He didn't consider tasks that might take longer than expected.

10. Which of the following shows the steps for time management in the correct order?

- A. Make a list of everything that you have to do and want to do; Estimate how long each task will take; Make a schedule; Prioritize.
- B. Make a schedule; Estimate how long each task will take; Prioritize; Make a list of everything that you have to do and want to do.
- C. Make a list of everything that you have to do and want to do; Prioritize; Estimate how long each task will take; Make a schedule.
- D. Make a list of everything that you have to do and want to do; Estimate how long each task will take; Prioritize; Make a schedule.