

Unit 01: The Concept of Time Management

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1. Unit 01: The Concept of Time Management

4. Chapter: Unit 01: The Concept of Time Management

1. Unit 01: The Concept of Time Management Questions

4.1.1. To make the best use of your time, which of the following strategie...

Author: Dionne Mahaffey

To make the best use of your time, which of the following strategies is advisable?

Please choose only one answer:

- Prioritize your tasks
- Picture your schedule mentally throughout the day
- Ignore unexpected requests
- All of these answers

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4.1.2. You are a creative person. While this serves you well in decision m...

Author: Dionne Mahaffey

You are a creative person. While this serves you well in decision making, why might you find it a struggle to manage your time effectively?

Please choose only one answer:

- You give in to distractions
- You procrastinate
- You know what stimuli trigger your creativity
- Both A and B

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

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4.1.3. You feel overwhelmed with the number of e-mails you receive daily. ...

Author: Dionne Mahaffey

You feel overwhelmed with the number of e-mails you receive daily. What is an effective work habit you might implement?

Please choose only one answer:

- Move yesterday's e-mails into a folder marked "action"
- Always respond to today's incoming e-mails today
- Deal first with the requests of others who expect an instant response
- All of these answers

Check the answer of this question online at QuizOver.com:

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4.1.4. You have spent three hours watching TV instead of organizing that c...

Author: Dionne Mahaffey

You have spent three hours watching TV instead of organizing that closet filled with clothes you will never wear again. You will never have those three hours back. Which of the following terms best describes the result of this decision making?

Please choose only one answer:

- Opportunity cost
- Office logistics
- Time management
- Procrastination

Check the answer of this question online at QuizOver.com:

Question: [You have spent three hours watching TV Dionne Mahaffey @The Saylor](#)

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4.1.5. You seem to have endless to-do lists because of a constant stream o...

Author: Dionne Mahaffey

You seem to have endless to-do lists because of a constant stream of incoming demands. Which of the following terms best describes this problem?

Please choose only one answer:

- Ring-fence effect
- Sisyphus effect
- Covey effect
- Socrates effect

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

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4.1.6. In his time management video lecture, what does Randy Pausch say ab...

Author: Dionne Mahaffey

In his time management video lecture, what does Randy Pausch say about the need for time management?

Please choose only one answer:

- Time and money are "equatable," and both must be managed.
- Time is more important than money because you can't get it back.
- Time management is systemic.
- All of these answers

Check the answer of this question online at QuizOver.com:

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