

TIME MANAGEMENT QUIZ

Tick the appropriate respond:

1- Why is Time Management Important?

- ☐ It helps you stay clear.
- ☐ Lack of planning
- ☐ It saves your time.
- ☐ Turn off your computer
- ☐ It will help you move ahead in your career.

2- How to decrease distraction:

- ☐ Unplug the phone
- ☐ Turn off the TV
- ☐ Make a priorities list
- ☐ Turn off your computer
- ☐ Daily planning
- ☐ FOCUS

3- Most common distractors:

- ☐ Your mobile
- ☐ People dropping in (usually with a problem)
- ☐ Asking for help
- ☐ Computer problems
- ☐ Prioritise tasks
- ☐ Planning
- ☐ Listening of others
- ☐ Putting things right that were not wrong