



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