

## Chapter

## 13

# Time Management and Study Skills

## Part 1: Check Your Knowledge

### Reinforcing Vocabulary

Complete the following definitions by writing the missing term in the blanks.

concentrate  
distraction  
interruption  
priority

procrastination  
spreadsheet  
study skills

summarize  
time log  
time management

- \_\_\_\_\_ 1. Focus attention and effort.
- \_\_\_\_\_ 2. Task or issue you consider highly important.
- \_\_\_\_\_ 3. Delaying decisions or activities.
- \_\_\_\_\_ 4. A written record of a person's use of time.
- \_\_\_\_\_ 5. Planning how to use time.
- \_\_\_\_\_ 6. Something that prevents you from focusing fully on the task at hand.
- \_\_\_\_\_ 7. A computer application used to analyze data.
- \_\_\_\_\_ 8. Record the main ideas of a message in a concise manner.
- \_\_\_\_\_ 9. Something that distracts or stops you from continuing what you are doing.
- \_\_\_\_\_ 10. Strategies a person applies to learning new material.