

**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

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