Name: Date:

Topic: Time Management

Instructions: Read each question and answer in complete sentences.

1. Define time management. Why is time management important to office workers?

2. Identify and describe common timewasters in the office.

3. Describe the procedures for using your time effectively.

4. Define workflow analysis. What steps can you take to complete an analysis of your workflow?

5. What are reminder systems?

6. What steps can you complete to analyze how you spend your time?

7. What is a personal digital assistant? Name some programs or features commonly found on PDAs that relate to time management.

8. What does work simplification involve?

9. What guidelines should you follow in scheduling appointments?

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10. To maintain calendars effectively and efficiently, what points should be discussed with your coworkers?

11. What is the purpose of a tickler file? What types of software can be used to enter reminders electronically?

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