

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.