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**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employability Skills Area: Self-management and Time Management**

# **Assignment Name: Time Management Quiz**

Complete the Time Management Quiz. Answer each question with at least 3-5 complete sentences.

1. Effective time management will help me:
2. Get more done
3. Gain control over my life
4. Add time to my daily life
5. Reduce stress
6. All of the above
7. What are some steps you can take to overcome procrastination?
8. Answer following questions to help you prioritize your tasks.

* What is the most valuable use of my time right now?
* How long will it take to complete this task?
* How difficult is it to accomplish this task?
* What are the consequences of not completing this task?
* Are there deadlines for any of the tasks?

1. A planner/calendar is a useful time management tool.

TRUE or FALSE