

# Time Management Quiz

## 1. *What is the main purpose of time management?*

- A. To finish tasks faster
- B. To organize and plan how to allocate time effectively
- C. To avoid responsibilities
- D. To reduce the number of tasks

Answer: B

## 2. *Which of the following is a myth about time management?*

- A. It increases productivity
- B. It helps achieve balance
- C. It is simply a matter of common sense
- D. It reduces stress

Answer: C

## 3. *Using a syllabus is important because it:*

- A. Only shows test dates
- B. Helps plan the entire term and manage tasks
- C. Is optional for students
- D. Is used only for attendance

Answer: B

**4. Backward planning begins by:**

- A. Listing daily activities
- B. Determining what tasks you enjoy
- C. Defining the end goal first
- D. Asking classmates for schedules

Answer: C

**5. Which of the following is a sign of poor time management?**

- A. Being punctual
- B. Meeting deadlines
- C. Being organized
- D. Procrastination

Answer: D

## True or False

**6. Good time management helps reduce stress.**

Answer: True

**7. Prioritizing tasks is not part of managing time.**

Answer: False

**8. Procrastination can negatively impact performance.**

Answer: True

**9. Timeboxing means blocking out a specific time for a task.**

Answer: True

**10. The Pomodoro technique uses 25 minutes of work and 10 minutes of rest.**

Answer: False