

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

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

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

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

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

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

True or False

6. Good time management helps reduce stress.

7. Prioritizing tasks is not part of managing time.

8. Procrastination can negatively impact performance.

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

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

