

Managing Workload Quiz

Name: _____

Circle the best answer below:

- 1 To help manage your workload at school, you need:
 - A To plan ahead.
 - B Avoid any fun on weekends.
 - C To keep track of where you are up to with each subject, especially with assignments and exams.
 - D Both A and C.

- 2 Rescheduling your work in your school diary helps you to:
 - A Keep your diary colourful and attractive.
 - B Look as if you are very busy.
 - C Organise your social life.
 - D Keep track on a day-to-day basis of what work needs to be done.

- 3 Before you try to chunk and plan work, you need to:
 - A Write down everything you need to do.
 - B Have a good lie down.
 - C Make sure all your assignments are finished.
 - D Talk to your teacher.

- 4 Brainstorming is about:
 - A Eliminating bad ideas.
 - B Getting all your ideas down on paper.
 - C Being very sensible.
 - D Getting a headache.

- 5 If you can't get through all the work you expected to do in an evening, you should:
 - A Panic.
 - B Reschedule some tasks to another time.
 - C Remember to allow more time in the future.
 - D Answers B and C.

- 6 A wall calendar should include all the dates of exams and when assignments are due:
 - A TRUE
 - B FALSE

- 7 A diary or planner is essential for all school students.
 - A TRUE
 - B FALSE

- 8 The best way to work is to do tasks in order of importance.
 - A TRUE
 - B FALSE

- 9 Chunking helps you manage your work better.
 - A TRUE
 - B FALSE

- 10 If you don't understand a task, you should wait and ask your teacher the day before it is due.
 - A TRUE
 - B FALSE