

DEFEATING BUSY

Bookmarks

DEFEATING BUSY

Lesson Intro

Estimating Your Time On Projects

A Sample Freelance Gig

Tracking Your Time

A To-Do List Is Your BFF

Solid Communication

Conclusion

Final Exam

Bookmark

FINAL EXAM (100/100 POINTS)

CONGRATULATIONS!

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1) Understanding the value of your time is best described as?

- ☐ How much work you can do in a given amount of time
- ☐ How much work you can do when you are focused and prepared
- ☐ How much money you can earn in a given amount of time

✔ ☒ All of the above

2) An estimate for a project is best described as?

- ☐ A detailed contract
- ☐ A legal agreement

✔ ☒ An approximation or guess

☐ An exact quote

3) Focusing on what it takes to execute a project depends on estimating which of the following tasks?

- ☐ Your project timeline
- ☐ Your project budget
- ☐ Your process

✔ ☒ All of the above

4) Which of the following tools will help to better estimate the time and tasks needed to complete a project?

- ☐ A simple to-do list
- ☐ A project task list
- ☐ A work breakdown schedule or structure (WBS)

✔ ☒ All of the above

5) Which of the following set of tips are best for tracking your time?

- ☐ Track your time in a minimum of 15-minute increments, use a timer and timesheets

✔ ☒ Track your time in a minimum of 15-minute increments, use a timer, reminders, and timesheets

☐ Track your time in a minimum of 15-minute increments using a timer and time tracking app

☐ None of the above

6) Tracking your time effectively depends on which of the following methods?

- ☐ Consistency
- ☐ Accuracy
- ☐ Honesty

✔ ☒ All of the above

7) Which of the following is not a to-do list best practice?

- ☐ Prioritize your list

✔ ☒ Focus on more than one task

☐ Complete your list

☐ Use your calendar

8) Which tip is a best practice for defeating busy?

- ☐ Focus on one task at a time
- ☐ Turn off distractions
- ☐ Communicate on your own terms

✔ ☒ All of the above

9) "Communicate on your own terms" is best described as?

- ☐ Immediately responding to all messages
- ☐ Only responding when something is urgent or an emergency

✔ ☒ Defining and prioritizing how you communicate with others

☐ Answering emails and messages only a few times daily

10) A good to-do list should include which of the following items?

- ☐ Only tasks
- ☐ Tasks and meetings
- ☐ Tasks, meetings, and notes

✔ ☒ Tasks, deadlines, meetings, and notes

FINAL CHECK

SAVE

You have used 1 of 2 submissions

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