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Time Management Pre-Test

1. **True or False: If I know what is important to me (things I want to do and places I want to go), I can become better at managing time.**
2. **How much time could you save yourself a day by getting organized?**
   1. An hour
   2. Two hours
   3. Two and a half hours
3. **Which of the following should be a characteristic of any goal you set for yourself?**
   1. It shouldn’t be too general
   2. You should be able to measure your progress towards the goal
   3. It should have a deadline
   4. All of the above
4. **True or False: A list of things to do today will help you focus on the highest priority items.**
5. **True or False: Routines are the foundation of success.**
6. **True or False: Sleep is the least important activity to ritualize.**
7. **What percentage of each day does the average person spend looking for things?**
   1. 2%
   2. 5%
   3. 10%
8. **True or False: It is easier to have one e-mail address for everything instead of trying to remember several passwords.**
9. **Well-organized offices have three file categories. Which category describes files that nobody looks at?**
   1. Working Files
   2. Reference Files
   3. Archive Files
10. **True or False: Everyone can follow the same approach in order to get organized.**