

Time Pyramid Drag and Drop

4/4 point (graded)

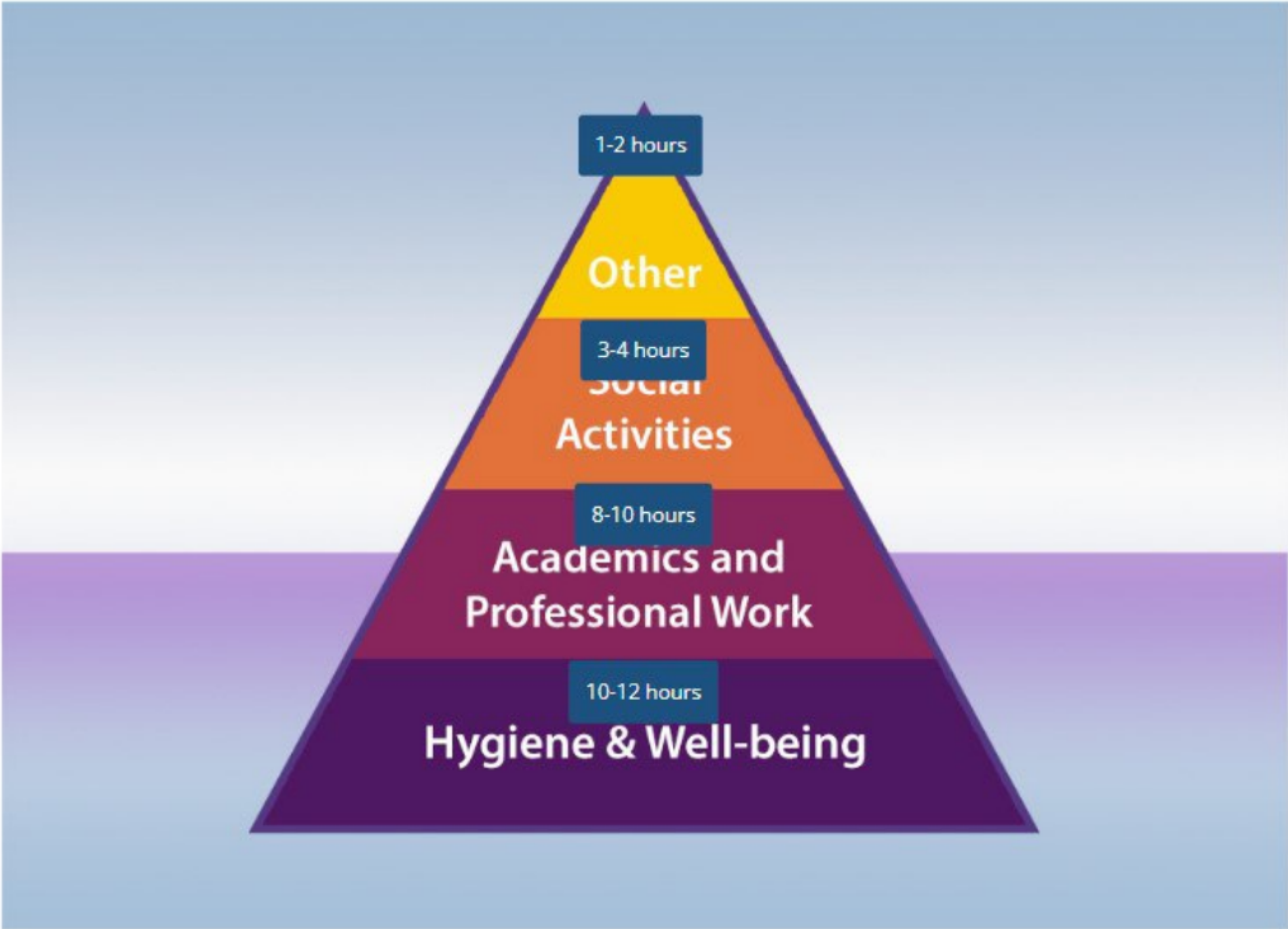
 Keyboard Help

For each layer of the Time Pyramid displayed below, see if you can guess the number of hours that time management experts think you should spend on tasks in each category: *Note: more blocks than necessary provided.

5-6 hours

7-8 hours


Less than 1 hour




Category	Time Range
Other	1-2 hours
Social Activities	3-4 hours
Academics and Professional Work	8-10 hours
Hygiene & Well-being	10-12 hours

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You have used 2 of 3 attempts.

 Reset

 Show Answer

1. True or False: We all have the same amount of time every day.

☒ True

☐ False



Answer

Correct: Excellent work!

2. True or False: Each person must find the best way to spend their time that fits their priorities and personal style.

☒ True

☐ False



Answer

Correct: Excellent work!

3. True or False: In 'The Big Rocks of Life', the main point of the Professor's story is that you can always fit more into your schedule, if you try.

☐ True

☒ False



Answer

Correct:

Excellent work! The Professor's story teaches us a lesson about prioritization. It illustrates that "if you don't put the big rocks in first, you'll never get them in at all."

4. True or False: Being late is a sign of respect.

☐ True

☒ False



Answer

Correct:

Excellent work! While timeliness is valued differently around the world, being late is not seen as a sign of respect, in fact in some cultures, tardiness can be taken as a sign of disrespect. Being late places other people in the position of having to wait for you, which can be seen as a statement that you value your time more than you value theirs, even if you really don't feel that way.

5. True or False: When we estimate how long it will take to complete a particular task or daily chore, our estimations are usually accurate.

☐ True

☒ False



Answer

Correct:

Excellent work! Tasks often take longer than expected. Plan for the unexpected by slightly overestimating how long a particular task or chore will take. For instance, if you estimate that it will take you 30 minutes to drive to an important meeting, allot 40 minutes. If you think it will take 3 hours to study for tomorrow's exam, give yourself 4 hours. You can even try scheduling events earlier in your calendar. Put your 1:00pm appointment into your schedule at 12:50pm or mark the due date for your research paper a day earlier. For more information on effective planning skills and strategies like "Backwards Planning," revisit Section 2.5.

6. What's the one thing that doesn't belong on a to-do list?

☒ A detailed list of all tasks for the day.

☐ The amount of time each task will take.

☐ The movie you want to watch.

☐ That yoga class you'd like to take.



Answer

Correct:

Excellent work! Surprised? Experts agree that when you plan your time, it's better to list three important projects versus ten urgent-seeming items. Estimate the time each task on your list will require. And, to avoid feelings of deprivation and burnout, prioritize your personal life just as you do school and work pursuits.

7. By studying how some of the world's most influential people spend their time, we learned that...

☒ There is no perfect way to divide up our day between our essential activities.

☐ The best way to divide up our day between our essential activities is by completing simple tasks early in the day, before beginning the most important tasks, which can often be the most difficult.

☐ The best way to divide up our day between our essential activities is by dividing the day in four equal parts: time for family and friends; time for self-care; time for work and time for personal hobbies.

☐ The best way to divide up our day between our essential activities is by observing how the most successful individuals in history chose to spend their time, and imitating their schedules.



Answer

Correct: Excellent work!

8. What does author Brian Tracy intend by his advice to the reader, 'eat the frog'?

☐ By making time in your schedule for the most important tasks, you will accomplish these tasks much more easily.

☐ By completing a series of simple tasks that you need to accomplish early in the day, you will build momentum and a greater sense of motivation that will help you finish more difficult tasks.

☐ By beginning your day with tasks that you enjoy completing the most, you will build momentum and a greater sense of motivation that will help you finish more difficult tasks later on.

☒ By completing your most difficult task first, you will feel a sense of accomplishment and will be energized to do other tasks afterwards.



Answer

Correct: Correct!

9. Imagine you have some unexpected downtime while waiting to pick up family or friends. How should you spend your extra time?

☐ Text a friend.

☐ Check my social accounts.

☐ Play some games.

☐ Any of the above.

☒ Review flashcards for an upcoming exam.



Answer