



EMPLOYEE NAME  
(Please print):

\_\_\_\_\_

DATE: \_\_\_\_\_

- ***I understand the information presented in this inservice.***
- ***I have completed this inservice and answered at least eight of the test questions correctly.***

EMPLOYEE SIGNATURE:

\_\_\_\_\_

SUPERVISOR SIGNATURE:

\_\_\_\_\_

### Inservice Credit:

<input type="checkbox"/> Self Study	1 hour
<input type="checkbox"/> Group Study	1 hour

***File completed test in employee's personnel file.***

## A Professional Growth Module: Time Management Skills

***Are you "In the Know" about time management? Circle the best choice. Then check your answers with your supervisor!***

- 1. True or False**  
Multi-tasking is always a great way to get more done in less time.
- 2. True or False**  
Procrastination is when you put something off because you just don't want to do it.
- 3. True or False**  
Interruptions can waste a large portion of your day if not dealt with properly.
- 4. True or False**  
Being perfect at everything is the best way to make good use of your time.
- 5. All of the following will help you save and manage your time, EXCEPT:**
  - A. Doing three or four tasks at once.
  - B. Setting reasonable goals.
  - C. Deciding which tasks are priorities and which can wait.
  - D. Taking time to make a to-do list every day.
- 6. True or False**  
The "worst-first" strategy means you get easy tasks out of the way first.
- 7. If your supervisor gives you more work than you can do:**
  - A. Quit
  - B. Ask which tasks are priorities
  - C. Multi-task
  - D. Do everything as fast as you can
- 8. True or False**  
People who write down their goals are wasting their time.
- 9. True or False**  
The average American wastes at least two hours of every work day.
- 10. True or False**  
A negative attitude wastes time and energy.