



# IN THE KNOW

*Developing Top-Notch CNAs, One Inservice at a Time*

## A Professional Growth Module: Time Management Skills

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.***

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

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