

9. When you put off doing something burdensome or overwhelming, you are \_\_\_\_\_.
10. A(n) \_\_\_\_\_ is like an assignment pad in that you track assignments and can plan your study time with it.
11. You are spending \_\_\_\_\_ in activities that lead to achieving goals.
12. A \_\_\_\_\_ is something you give yourself in return for your effort.
13. You are spending \_\_\_\_\_ in activities that do *not* lead to achieving a goal.
14. To see how you spend 7 days in a row, you can use a(n) \_\_\_\_\_.

## Review

Based on the information you learned in this chapter, answer the following questions using your own words and thoughts.

1. Why is learning how to manage your time important?

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2. Why is it important to know your goals?

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3. For what purpose can a Daily Activity Log be used?

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4. For what purpose can a Weekly Activity Log be used?

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5. Describe the three calendar systems.

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6. Describe a Weekly Project Planner.

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7. What is procrastination, and what can you do to reduce it?

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8. Describe how setting learning goals and then rewarding yourself for reaching them can help make studying easier.

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9. Which of the time management formats explained in this chapter do you find most useful and why?

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10. If you studied Chapter 2, do you think sequential or random-preferenced learners naturally manage their time better? Why do you think so?

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11. As a result of working through this chapter, what are you going to do to manage your time better?

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