

## CHAPTER SUMMARY

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1. Every day has 24 hours, no more, no less. To spend your time productively means you must work toward a goal. To spend your time unproductively means you are engaged in an activity that is not working toward a goal.
2. Knowing what is important to you and having short-term and long-term goals will help you make wise choices about how you spend your time.
3. Students should plan at least one hour of study time per week for every hour in class.
4. There are three common calendar systems: Academic, Monthly, and Palmtop. An Academic Calendar helps you keep track of school and assignment-related dates and social events. A Monthly Calendar helps you track appointments, family activities, meetings, and birthdays. A Palmtop Calendar is best for planning the details of one day at a time.
5. A Weekly Project Planner will help you keep track of your daily responsibilities and assignments.
6. There are three things you can do to have more time in a day: plan the day, do more in less time, and use short periods of otherwise wasted time.
7. Procrastination means putting off doing something unpleasant or burdensome until a future time. Ways of overcoming procrastination include starting with small actions, adding variety to the task, and promising yourself a reward upon completing the task.
8. Setting a learning goal means planning to do a certain amount of work in a given time. When you have achieved your goal, give yourself a reward in return for your effort. Setting learning goals and planning for rewards can help you save time and make learning rewarding.

## CHAPTER ASSESSMENT

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### Terms Review

Fill in the blanks with the appropriate key terms on the left.

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|------------------------|--|
| academic calendar      | 1. A schedule of assignments is called a _____.  |
| daily activity log     | 2. A _____ is used by many business people to manage their time.   |
| learning goal          | 3. A(n) _____ consists of 12 monthly calendars, typically from September to August and used by those taking classes. |
| long-term goal         | 4. A _____ is something you want to have, do, or be within the next 3 to 5 years.                                    |
| monthly calendar       | 5. The desire to complete a project or assignment within a specific time is considered a(n) _____.                   |
| palmtop calendar       | 6. A _____ is something you want to have, do, or be within the next 6 months to a year.                              |
| procrastinating        | 7. To see how you spend a day, you can use a(n) _____.   |
| productive time        | 8. You can keep track of appointments best on a(n) _____.  |
| reward                 |  |
| short-term goal        |  |
| syllabus               |  |
| unproductive time      |  |
| weekly activity log    |  |
| weekly project planner |  |

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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