

Time and Stress Management MCQ

Time & Stress Management

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1. Time and Stress Management MCQ

- Unit 01: The Concept of Time Management
- Unit 03: Stress Management
- Unit 02: Overcoming Procrastination and Learning to Delegate

4. Chapter: Unit 01: The Concept of Time Management

1. Unit 01: The Concept of Time Management Questions

4.1.1. To make the best use of your time, which of the following strategie...

Author: Dionne Mahaffey

To make the best use of your time, which of the following strategies is advisable?

Please choose only one answer:

- Prioritize your tasks
- Picture your schedule mentally throughout the day
- Ignore unexpected requests
- All of these answers

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4.1.2. You are a creative person. While this serves you well in decision m...

Author: Dionne Mahaffey

You are a creative person. While this serves you well in decision making, why might you find it a struggle to manage your time effectively?

Please choose only one answer:

- You give in to distractions
- You procrastinate
- You know what stimuli trigger your creativity
- Both A and B

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4.1.3. You feel overwhelmed with the number of e-mails you receive daily. ...

Author: Dionne Mahaffey

You feel overwhelmed with the number of e-mails you receive daily. What is an effective work habit you might implement?

Please choose only one answer:

- Move yesterday's e-mails into a folder marked "action"
- Always respond to today's incoming e-mails today
- Deal first with the requests of others who expect an instant response
- All of these answers

Check the answer of this question online at QuizOver.com:

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4.1.4. You have spent three hours watching TV instead of organizing that c...

Author: Dionne Mahaffey

You have spent three hours watching TV instead of organizing that closet filled with clothes you will never wear again. You will never have those three hours back. Which of the following terms best describes the result of this decision making?

Please choose only one answer:

- Opportunity cost
- Office logistics
- Time management
- Procrastination

Check the answer of this question online at QuizOver.com:

Question: [You have spent three hours watching TV Dionne Mahaffey @The Saylor](#)

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4.1.5. You seem to have endless to-do lists because of a constant stream o...

Author: Dionne Mahaffey

You seem to have endless to-do lists because of a constant stream of incoming demands. Which of the following terms best describes this problem?

Please choose only one answer:

- Ring-fence effect
- Sisyphus effect
- Covey effect
- Socrates effect

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [You seem to have endless to-do lists Dionne Mahaffey @The Saylor](#)

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4.1.6. In his time management video lecture, what does Randy Pausch say ab...

Author: Dionne Mahaffey

In his time management video lecture, what does Randy Pausch say about the need for time management?

Please choose only one answer:

- Time and money are "equatable," and both must be managed.
- Time is more important than money because you can't get it back.
- Time management is systemic.
- All of these answers

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4. Chapter: Unit 03: Stress Management

1. Unit 03: Stress Management Questions

4.1.1. Fill in the blank. When a person is experiencing _____ stress, p...

Author: Dionne Mahaffey

Fill in the blank. When a person is experiencing _____ stress, psychotherapy or medical intervention should be sought.

Please choose only one answer:

- manageable
- mild
- chronic
- overt

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [Fill in the blank. When a person is Dionne Mahaffey Saylor Academy](#)

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4.1.2. What is the first step in managing your stress effectively?

Author: Dionne Mahaffey

What is the first step in managing your stress effectively?

Please choose only one answer:

- Alter the situation
- Adapt to the stressor
- Identify your sources of stress
- Avoid unnecessary stress

Check the answer of this question online at QuizOver.com:

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4.1.3. Which of the following strategies is considered a healthy response ...

Author: Dionne Mahaffey

Which of the following strategies is considered a healthy response to cope with stress?

Please choose only one answer:

- Do not change the situation
- Change your reaction
- Never avoid the stressor
- Always accept the stressor

Check the answer of this question online at QuizOver.com:

Question: [Which of the following strategies is Dionne Mahaffey Saylor Academy](#)

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4.1.4. You are experiencing several signs and symptoms of stress including...

Author: Dionne Mahaffey

You are experiencing several signs and symptoms of stress including the inability to concentrate, occurrences of poor judgment, and constant worrying. What type of warning signs and symptoms are these?

Please choose only one answer:

- Behavioral symptoms
- Physical symptoms
- Emotional symptoms
- Cognitive symptoms

Check the answer of this question online at QuizOver.com:

Question: [You are experiencing several signs and Dionne Mahaffey @The Saylor](#)

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4.1.5. You are leading a work group that is planning an event, and you are...

Author: Dionne Mahaffey

You are leading a work group that is planning an event, and you are concerned that you won't meet the deadlines. You have decided to focus on the loyalty and cheerfulness of your co-workers. What stress management strategy are you practicing?

Please choose only one answer:

- Adapting
- Accepting
- Avoiding
- Altering

Check the answer of this question online at QuizOver.com:

Question: [You are leading a work group that is Dionne Mahaffey @The Saylor](#)

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4.1.6. You plan to keep a stress diary. Which of the following might be a ...

Author: Dionne Mahaffey

You plan to keep a stress diary. Which of the following might be a benefit of this type of diary?

Please choose only one answer:

- Being able to identify causes of short-term stress
- Gaining insight about how you react to stress
- Discovering the levels of pressure at which you prefer to operate
- All of these choices

Check the answer of this question online at QuizOver.com:

Question: [You plan to keep a stress diary. Which of Dionne Mahaffey @The Time](#)

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4. Chapter: Unit 02: Overcoming Procrastination and Learning to Delegate

1. Unit 02: Overcoming Procrastination and Learning to Delegate Questions

4.1.1. Fill in the blanks. Successful goals have been called S.M.A.R.T. Th...

Author: Dionne Mahaffey

Fill in the blanks. Successful goals have been called S.M.A.R.T. This is an acronym for Smart, _____, Attainable, Realistic, and _____.

Please choose only one answer:

- Measurable; Timely
- Manageable; Task-intensive
- Money-earning; Talented
- Marketed; Tailored

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

Question: [Fill in the blanks. Successful goals have Dionne Mahaffey Saylor](#)

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4.1.2. What is a general tip that will help you stop procrastinating?

Author: Dionne Mahaffey

What is a general tip that will help you stop procrastinating?

Please choose only one answer:

- Make up your own rewards.
- Don't have others check up on you.
- Identify the pleasant consequences of not doing the task.
- Do not use a calendar.

Check the answer of this question online at QuizOver.com:

Question: [What is a general tip that will help you Dionne Mahaffey @The](#)

Flashcards:

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4.1.3. What is a key question to ask yourself before you delegate?

Author: Dionne Mahaffey

What is a key question to ask yourself before you delegate?

Please choose only one answer:

- Will this task help to develop my skills?
- Is this a one-time only task?
- Is this a task someone else can do?
- None of these answers

Check the answer of this question online at QuizOver.com:

Question: [What is a key question to ask yourself Dionne Mahaffey @The Saylor](#)

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4.1.4. You are the manager of a 10-person department. You have some tasks ...

Author: Dionne Mahaffey

You are the manager of a 10-person department. You have some tasks that you would like to delegate, but you continue to do them yourself. What is a common reason why people do not delegate?

Please choose only one answer:

- They know that the task will recur in the future.
- They want to make the best use of their time and skills.
- They know that no one can do the job as well as they can.
- Delegation takes a lot of up-front effort.

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Question: [You are the manager of a 10-person department Dionne Saylor Academy](#)

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4.1.5. You have an important project due next week, but you find other tas...

Author: Dionne Mahaffey

You have an important project due next week, but you find other tasks keep you from beginning this assignment. What might be a reason for your procrastination?

Please choose only one answer:

- You are too organized.
- You feel overwhelmed.
- You have overdeveloped decision-making skills.
- You are creative.

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Question: [You have an important project due next Dionne Mahaffey @The Saylor](#)

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4.1.6. You have determined that you are a procrastinator. How can you use ...

Author: Dionne Mahaffey

You have determined that you are a procrastinator. How can you use your time more effectively?

Please choose only one answer:

- Recognize that procrastination is helpful.
- Work out why you are procrastinating.
- Treat the project as one activity.
- Add more low-priority tasks to your to-do lists.

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