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by Pearson

TIME MANAGEMENT PERSONALITY

Quiz for Students

Take this quiz to find your time-management personality type as well as some strategies that can help you learn how to improve your time-management skills.

QUESTION #1

WHEN I HAVE A TASK...

A I add the task to my to-do list.

B I do other things while completing the task.

C I ask my friends if they need any help with their tasks.

D I consider what I should be learning from the task.

QUESTION #2

WHEN I RECEIVE A NEW ASSIGNMENT...

A I immediately identify all of the tasks involved in completing the assignment and plan my time accordingly.

B I switch between working on the new assignment and my other projects and assignments.

C I ask my friends if they need any help with their tasks.

D I consider what I should be learning from the task.

QUESTION #3

WHEN PLANNING OR WORKING ON PROJECTS OR PORTFOLIOS...

A I prefer working on one subject or project at a time.

B I often under-estimate how long it takes to complete the task.

C I try to plan for the project or portfolio, but sometimes I fall behind because someone needs my help with something else.

D I see the whole picture and the small parts, so I break down large projects into individual tasks according to their priorities.

QUESTION #4

WHEN I AM LATE OR IN A RUSH...

A I am stressed. I don't like it when I'm late or if other people are late.

B I feel OK. I usually wait until the last minute to get things done anyway.

C I feel bad, but I'm usually late because I was doing something for my family or friends.

D I am extremely stressed, especially if I'm late on a deadline that is imposed upon me by someone else.

QUESTION #5

WHEN THERE IS A SOCIAL EVENT...

A I'm usually one of the first people to arrive.

B I'm usually running late because I was doing something else and lost track of time.

C I'm usually there before the event starts because I'm helping to set it up.

D I'm there before the event starts because I'm usually in charge of the event. If I'm not in charge, then I typically show up on time.

IF YOUR ANSWERS WERE MOSTLY A

YOU ARE THE EARLY BIRD

Early Birds like to focus on one task at a time.

- They excel at identifying all of the tasks necessary to complete a project, and they are great at scheduling reasonable time for completing each task.
- They are usually among the first people to arrive for class or social events, and they become stressed when they are late for an event or late on an assignment.
- Early Birds should identify when they are the most alert during the day and complete their tasks at that time, thereby creating an optimal "flowtime" for themselves and their work.
- They should also learn to integrate flexibility and cushion time (i.e., extra time) into their time-management strategies to accommodate any unexpected surprises.

Famous Early Birds include George Washington, Queen Victoria, and Richard Branson.

IF YOUR ANSWERS WERE MOSTLY B

YOU ARE THE MULTITASKER

Multitaskers get a lot done, but they may have trouble getting everything done on time and may experience additional stress.

- Meeting deadlines can be difficult, so they should keep a time log of how long a task actually takes versus how long they originally thought the task would take.
- This will train them to have more accurate time estimates and incorporate time-management strategies that will reduce their stress and help them to meet deadlines more consistently.
- They may also consider trying the Eisenhower Matrix to help them prioritize their tasks.

Famous Multitaskers include Lucille Ball, Amelia Earhart, John F. Kennedy, and Daymond John.

IF YOUR ANSWERS WERE MOSTLY C

YOU ARE THE HELPER

Helpers are dependable and loyal.

- They have a difficult time saying “no” to anyone who asks for help.
- Their kindness and empathy are admirable, but sometimes putting others’ needs in front of their own can backfire and put them behind in their tasks and responsibilities.
- Helpers should consider using block scheduling (that is, setting aside a specific chunk of time each week or each day) as a time-management tool to ensure that they give themselves enough time to complete their own work.

Famous helpers include Oprah Winfrey, Mozart, Martin Luther King, Jr., and Mother Teresa.

IF YOUR ANSWERS WERE MOSTLY D

YOU ARE THE DELIBERATOR

Deliberators excel at breaking up large projects into individual tasks.

- They can see the big picture as well as all of the small parts that need to be addressed make that big picture happen.
- They are doers, and they enjoy making lists and checking tasks off one-by-one.
- However, sometimes Deliberators are so focused on completing tasks that they forget to pause and rest.
- Breaks are integral to efficiency and to avoiding burnout, so Deliberators should incorporate the use of breaks into their schedules as one of their time-management techniques.

Famous Deliberators include Quincy Jones, Eleanor Roosevelt, Moses, and Dwight D. Eisenhower.