



Name of the Bundle	IT Fundamentals Bundle	Subject	Soft Skills
Topic	Time management & Organisational skills	Last updated on	03 November 2024

Multiple choice questions on "Time management & Organisational skills":

1. What is time management?
 - a. Distraction
 - b. Working without breaks
 - c. Organizing time for tasks
 - d. Procrastinating things

Ans: c. Organizing time for tasks

2. Which skills are important for managing tasks efficiently?
 - a. Time management and Organizational skills
 - b. Financial planning
 - c. Body language
 - d. Dancing skill

Ans: a. Time management and Organizational skills

3. What is the primary purpose of time management?
 - a. To avoid distractions
 - b. To use time effectively
 - c. To cause distractions
 - d. To avoid planning

Ans: b. To use time effectively

4. What is a key advantage of time management?
 - a. Reduced sleep
 - b. Missed opportunities
 - c. Unhappiness
 - d. Reduced procrastination

Ans: d. Reduced procrastination



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5. How can you better manage your tasks?

- Focus on priorities
- Delay work
- Spend time on hobby
- Avoid planning

Ans: a. Focus on priorities

6. Which of the following is a recommended practice in time management?

- Ignoring essential tasks
- Planning ahead
- Delaying tasks
- Multitasking

Ans: b. Planning ahead

7. How can you minimize distractions?

- Block distractions
- Take regular breaks
- Multitask
- Work in a noisy environment

Ans: a. Block distractions

8. How can you take control of your tasks?

- Wait for others to act
- Be proactive
- Respond only to problems
- By procrastinating

Ans: b. Be proactive

9. What should you do to recharge and avoid burnout?

- Work non-stop
- Take breaks
- Overthink
- Procrastinate

Ans: b. Take breaks

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10. What is NOT recommended when managing time?

- a. Overbooking
- b. Taking breaks
- c. Staying focused
- d. Being organized

Ans: a. Overbooking

11. What is the first phase of Time Management?

- a. Ignoring
- b. Identify time-wasting activities
- c. Plan your day
- d. Inflexible

Ans: c. Plan your day

12. Which category in the Time Management Matrix involve tasks that are urgent and high priority?

- a. Do First
- b. Delay
- c. Delegate
- d. Don't Do

Ans: a. Do First

13. Which category in the Time Management Matrix is for tasks that are important but not urgent?

- a. Do First
- b. Delay
- c. Delegate
- d. Don't Do

Ans: b. Delay



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14. In the Time Management Matrix, which category includes tasks that can be done by someone else?

- a. Do First
- b. Delay
- c. Delegate
- d. Don't Do

Ans: c. Delegate

15. Which category in the Time Management Matrix is for tasks with low urgency and low priority?

- a. Do First
- b. Delay
- c. Delegate
- d. Don't Do

Ans: d. Don't Do

16. What is the purpose of tasks in the "Do First" category?

- a. To Complete urgent tasks
- b. Delay priorities
- c. Allot tasks to others
- d. Ignore important tasks

Ans: a. To complete urgent tasks

17. What type of tasks belong in the "Delay" category?

- a. Urgent tasks
- b. Important but not urgent tasks
- c. Tasks for others
- d. Unnecessary tasks

Ans: b. Important but not urgent tasks



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18. What is the goal of tasks in the "Delegate" category?

- a. Assign tasks to others
- b. Focus on urgent work
- c. To postpone
- d. To forget

Ans: a. Assign tasks to others

19. What is the purpose of tasks in the "Don't Do" category?

- a. Ignore unnecessary tasks
- b. Complete them quickly
- c. Do them when possible
- d. Delegate them

Ans: a. Ignore unnecessary tasks

20. What is NOT a good habit in time management?

- a. Plan tasks ahead
- b. Underestimate tasks
- c. Prioritize work
- d. Set clear goals

Ans: b. Underestimate tasks

21. What is an outcome of better organizational and time management skills?

- a. More confusion
- b. Less stress
- c. Decreased energy
- d. Lower productivity

Ans: b. Less stress

22. Good organizational skills help to _____ concentration.

- a. improve
- b. decrease
- c. distract
- d. interrupt

Ans: a. improve

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23. What thinking benefit does time management offer?

- a. Depress
- b. Extra work
- c. Gives time to think
- d. Causes stress

Ans: c. Gives time to think

24. Which of the following is a good time management practice?

- a. Being organized
- b. Forgetting deadlines
- c. Overworking
- d. Isolate yourself

Ans: a. Being organized

25. What is the purpose of a to-do list?

- a. Ignoring tasks
- b. Completing tasks efficiently
- c. Forgetting important things
- d. Frequent distractions

Ans: b. Completing tasks efficiently

26. Which of the following is an advantage of time management?

- a. Health problems
- b. Improved work-life balance
- c. Distractions
- d. Frequent delays

Ans: b. Improved work-life balance

27. How does time management impact your daily routine?

- a. Makes task complicated
- b. Increases stress
- c. Makes tasks easier
- d. Reduces focus

Ans: c. Makes tasks easier

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28. What is essential to avoid in Time Management?

- a. Time wasting activities
- b. Being proactive
- c. Being flexible
- d. Clarity

Ans: a. Time wasting activities

29. Which of the following tools improve planning?

- a. Calculator
- b. Checklists and calendars
- c. A radio player
- d. A video player

Ans: b. Checklists and calendars

30. What is the purpose of distributing tasks to others?

- a. It saves time
- b. It delays work
- c. It increases pressure
- d. It stops teamwork

Ans: a. It saves time

31. What is essential to achieve success in Time Management?

- a. Being rigid
- b. Being flexible
- c. Being lazy
- d. Being laid-back

Ans: b. Being flexible