JROTC Distance Learning Courses

Study Guide

Time Management

Navy Junior Reserve Officer Training Corps

Name: _____ **Date:**_____

STUDY GUIDE: TIME MANAGEMENT

Lesson 1
Screen 5 of 10

The pneumonic "SPAM" represents:

S _____

P _____

A _____

M _____

Lesson 1
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Short-term goals are _____

_____

_____

_____

Lesson 1
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Mid-term goals are _____

_____

_____

_____

Lesson 1
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Long-term goals are _____

_____

_____

_____

Lesson 1
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When it comes to life and time management I am: ☐ Closure-driven ☐ Open-ended

Lesson 2
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The solutions to procrastination, poor organization, and crisis management:

Procrastination: _____

Poor organization: _____

Crisis management: _____

Lesson 2
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Nine (9) things to do to prevent procrastination:

1. Look at each task in terms of your long-range goals.
2. _____
3. _____
4. _____
5. _____
6. Break up big tasks into small ones and set a time limit for each task.
7. _____
8. _____
9. _____

Lesson 2
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Four (4) things to do to plan for deadlines:

1. Divide tasks into steps.
2. _____
3. _____
4. _____

Lesson 2
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Twelve (12) ways to prevent stress overload:

1. Manage your time with daily, weekly, and/or monthly schedules.
2. _____
3. _____
4. _____
5. Develop a hobby or participate regularly in an activity you enjoy.
6. _____
7. _____
8. _____
9. When you do have a choice, do not participate in activities that you find stressful or unrewarding.
10. _____
11. Do not be overly self-critical.
12. _____

Lesson 3
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A to-do list helps you to _____

_____

A daily plan helps you to _____

_____

A monthly calendar helps you to _____

_____

Lesson 3
Screen 6 of 11

Three (3) steps to making a daily plan:

1. _____

_____

_____

2. _____

_____

_____

3. _____

_____

_____

Lesson 3
Screen 8 of 11

A few of the tips to use to keep plans that have been made:

- Review your day and plan the next day every evening.
- _____
- _____
- _____
- _____
- _____

Lesson 3
Screen 9 of 11

Four (4) way to prepare for the unexpected:

1. _____

   _____

2. _____

   _____

3. _____

   _____

4. _____

   _____

Name: _____ **Date:**_____

CHECK YOUR UNDERSTANDING: TIME MANAGEMENT

1. If you make decisions too quickly, your time management style is probably _____.
- A. Open-ended
- B. Type B personality
- C. Closure driven
- D. Type A personality

2. When creating a daily plan, how should you label the tasks?
- A. Label them A-Z.
- B. Organize them alphabetically.
- C. Label them with the time of day that you are going to complete them.
- D. Label the most important tasks with an A, and then label the rest with a B.

3. What should your goals be?
- A. Smart, Patient, Achievable, and Maintainable
- B. Specific, Positive, Achievable, and Measurable
- C. Positive, Smart, Achievable, and Maintainable
- D. Specific, Pretend, Achievable, and Maintainable

4. What way of breaking up the day is probably the most effective?
- A. Before school, during school, after school, and evening
- B. Daytime and nighttime
- C. Morning, noon, and night
- D. Before school, after school, and evening

5. What are long-term goals?
- A. They may take an hour, a day, or a week to accomplish.
- B. They are usually your life goals, and they require a lot of time and planning.
- C. They don't require much planning, because they don't occur for a long time.
- D. They are things that you must do.

6. How can you avoid procrastination from the beginning of an assignment?
- A. Break up big tasks into small ones and set a time limit for each task.
- B. Accomplish other tasks first.
- C. Try to accomplish the task as soon as you get the assignment.
- D. Set aside large amounts of time once a week for the assignment.

7. What are three goal setting tools that help you stay organized?

A. Hourly plan, daily plan, and monthly plan
B. Hourglass, daily plan, and monthly plan
C. To-Do list, daily plan and a monthly calendar
D. To-Do list, cell phone alarm, mental list

8. If you make decisions too slowly, your time management style is probably _____.

A. Closure driven
B. Type B personality
C. Type A personality
D. Open-ended

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