# Time Management

Use this key to check answers and read the explanations.

1. You want to know how long routine jobs actually take. What information should you gather first?

A. Record each task’s actual start and finish times for several days.
B. Write down only the tasks that finished late.
C. Estimate how long a normal day should last.
D. Ask someone else how long they take on their tasks.

Correct answer: A. Record each task’s actual start and finish times for several days.
A time audit records what you actually did. Start and finish times let you calculate durations and compare them with your estimates.

2. You need to produce a short newsletter. Which list breaks that result into actions you can schedule?

A. Do better with writing.
B. Save the due date and ask the team to check the calendar.
C. Collect updates, draft the copy, check the links, and send the issue.
D. Start early, work hard, and think ahead.

Correct answer: C. Collect updates, draft the copy, check the links, and send the issue.
Each action names a concrete step toward the finished newsletter and can be placed in the calendar.

3. You need a 30-minute window to proofread a brief. Which calendar entry is a time block for that work?

A. Proofread sometime Tuesday.
B. Tuesday 9:00–9:30, proofread the brief.
C. Tuesday, busy.
D. Brief due at close of business.

Correct answer: B. Tuesday 9:00–9:30, proofread the brief.
A time block reserves a named period for a specific activity.

4. You expect a call to last 25 minutes. Your next task must start at 2 p.m., and you want a 10-minute buffer after the call. When should the call start at the latest?

A. 1:50 p.m.
B. 1:35 p.m.
C. 1:45 p.m.
D. 1:25 p.m.

Correct answer: D. 1:25 p.m.
Subtract 25 minutes for the call and 10 minutes for the buffer from 2 p.m. That gives a latest start of 1:25 p.m.

5. Your last three comparable tasks took 40, 45, and 50 minutes. You want an estimate equal to their arithmetic mean. What should you write down?

A. 40 minutes
B. 45 minutes
C. 50 minutes
D. 55 minutes

Correct answer: B. 45 minutes
The times sum to 135 minutes. Divide by three tasks to get a mean of 45 minutes.

6. At 10:30 you have one 20-minute block before a meeting. A form takes 15 minutes and must be sent by 11. A routine file takes 20 minutes and is due at 4. What should you do in the block?

A. Complete and send the form.
B. Complete the routine file.
C. Spend ten minutes on each task.
D. Wait until after the meeting to start both.

Correct answer: A. Complete and send the form.
The form fits in the available block and has the earlier fixed deadline. Splitting the block would leave the form short of its required 15 minutes.

7. In each of three hours, two non-urgent messages arrive. Each message takes two minutes to answer. Setting up a reply session takes three minutes. How much setup time do you save by handling all messages in one session instead of one session per hour?

A. 12 minutes
B. 3 minutes
C. 9 minutes
D. 6 minutes

Correct answer: D. 6 minutes
Three sessions would take nine minutes of setup. One session takes three, so the difference is six minutes.

8. A practice task takes 35 uninterrupted minutes. Your open blocks are 9:05–9:35, 10:00–10:30, 11:10–11:50, and 12:00–12:25. Which block can accommodate the work?

A. 10:00–10:30
B. 9:05–9:35
C. 11:10–11:50
D. 12:00–12:25

Correct answer: C. 11:10–11:50
The 11:10 block has 40 minutes. The other blocks are 30, 30, and 25 minutes.

9. During a 50-minute proofread, you can silence routine notifications. You must still receive urgent on-call messages. Which setup respects both conditions?

A. Mute routine notifications and allow the designated on-call channel.
B. Silence all notifications without exceptions.
C. Turn on every notification so you can decide each time.
D. Check all channels manually every five minutes.

Correct answer: A. Mute routine notifications and allow the designated on-call channel.
Keeping the on-call channel open preserves coverage. Muting routine notifications reduces interruptions during the proofread.

10. A 60-minute task can be split after its first 25 minutes. You have free blocks of 25 minutes at 9:00, 20 at 10:00, 35 at 1:00, and 15 at 3:00. Which pair gets it done as specified?

A. 1:00 and 3:00
B. 9:00 and 10:00
C. 10:00 and 1:00
D. 9:00 and 1:00

Correct answer: D. 9:00 and 1:00
The first block fits the initial 25-minute portion and the 1:00 block fits all 35 minutes remaining.

11. The final copy is due at 4:00 p.m. First you need 10 minutes to fix the draft, then 25 minutes for review, then 10 minutes to submit. There is no overlap. What is the latest start?

A. 3:35 p.m.
B. 3:25 p.m.
C. 3:15 p.m.
D. 3:45 p.m.

Correct answer: C. 3:15 p.m.
The three stages total 45 minutes. Starting at 3:15 leaves exactly 45 minutes before 4:00.

12. You have 37 minutes left before a call. A must-send note takes 12 minutes, a fixed filing task takes 20, and a flexible review takes 15. Which plan finishes both required items?

A. File for 20 minutes and review for 15, then write the note.
B. Spend 12 minutes on the note and 20 on filing, then schedule the review later.
C. Write the note and do the review, then file.
D. Give each item 12 minutes and stop when the call starts.

Correct answer: B. Spend 12 minutes on the note and 20 on filing, then schedule the review later.
The note and filing take 32 minutes together, leaving five minutes. Starting the review before either required item would consume too much of the remaining block.

13. You need a 20-minute call with Lee and 35 minutes of writing after it. Both must finish before noon. Lee is free 9:55–10:15 or 11:25–11:45. Your only writing block is 10:20–10:55. Which plan works?

A. Call 10:00–10:20 and write 10:20–10:55.
B. Write 10:20–10:55 and call 11:25–11:45.
C. Call 11:25–11:45 and write 11:45–12:20.
D. Call 9:55–10:15 and write 10:20–10:55.

Correct answer: D. Call 9:55–10:15 and write 10:20–10:55.
The early call fits Lee’s availability, and the scheduled writing block comes afterward and before noon.

14. A 30-minute calendar block has fallen short three times. The actual times were 37, 43, and 44 minutes. You want a block that covers all three observations and leaves at least five extra minutes. Which is the shortest listed block that works?

A. 50 minutes
B. 45 minutes
C. 40 minutes
D. 35 minutes

Correct answer: A. 50 minutes
The longest observation is 44 minutes. With five minutes of slack the block must be at least 49 minutes, so 50 is the shortest option that qualifies.

15. An upload must finish by 5:00. Checking takes 25 minutes and must occur before a 15-minute upload. You want a ten-minute buffer after the upload. You can start at 4:05 or 4:15. Which schedule meets all the conditions?

A. Upload at 4:05 and check the submitted file at 4:20.
B. Start checking at 4:15 and start uploading at 4:40.
C. Start checking at 4:05, start uploading at 4:30, and reserve the final 15 minutes before 5.
D. Start checking at 4:15 and cut the upload to ten minutes.

Correct answer: C. Start checking at 4:05, start uploading at 4:30, and reserve the final 15 minutes before 5.
Starting at 4:05 puts the check before the upload. The upload finishes at 4:45, leaving a 15-minute buffer.