

## **Testbank Ch 2 – Taking Charge of Your Time & Money**

1. The best way to approach time management is to remember that you are not in control of time.
  - A. True
  - B. False
2. You should make a to-do list only for your busiest days.
  - A. True
  - B. False
3. To get the most out of your day, don't include "fun" time in your schedule.
  - A. True
  - B. False
4. If you find that you keep avoiding a certain task, then maybe you should just decide not to do it.
  - A. True
  - B. False
5. What's one way to "get the most out of now"?
  - A. Be aware of your best time of day
  - B. Do whatever you feel like doing
  - C. Study easy subjects first
  - D. Don't always study in the same place
6. What's one way in which planning can set you free?
  - A. It lets other people set your course for you
  - B. It helps you "dig in"
  - C. It can help you achieve long-term goals
  - D. It forces you to make constant decisions
7. What's the best way to achieve a goal?
  - A. Don't be bold, play it safe
  - B. Keep it general
  - C. Don't tell others about it
  - D. Translate it into specific, concrete behaviors
8. What's one useful strategy for long-term planning?
  - A. Work backward from the future to the present
  - B. State goals as generally as possible
  - C. Take things a day at a time

D. Don't act until your plan is complete

9. Effective time-management skills include:

- A. Scheduling random time for sleeping and eating.
- B. Scheduling "holes" in your schedule to allow for the unexpected.
- C. Studying 10 minutes for every hour in class.
- D. Volunteering for every project that crosses your path.

10. Most money problems result from spending more than is available.

- A. True
- B. False

11. To effectively manage your money, you should do which of the following?

- A. Tell the truth about how much you have
- B. Spend less than you have
- C. Apply money-management strategies
- D. All of these

12. Which of the following would be the most effective way to control your expenses?

- A. Lease a car instead of purchasing a new one
- B. Buy lower quality, cheaper products
- C. Cook for yourself
- D. Use credit cards instead of cash

13. Credit-card offers for college students are great ways to manage money.

- A. True
- B. False

14. Which of the following are effective strategies for using credit cards?

- A. Avoid cash advances
- B. Pay off the balance each month
- C. Use just one credit card
- D. All of these

15. What's one way to get money for the future?

- A. Start saving now
- B. Invest all of your money in stocks and bonds
- C. Cancel your insurance policies
- D. Buy collectables to sell online

16. You should never charge more on a credit card than you can pay off the next month.

- A. True
- B. False

17. What should you do if you get into financial trouble?
- A. Ignore your bills and creditors
  - B. File for bankruptcy
  - C. Go for credit counseling
  - D. Use student loans to get by
18. Which of the following is an example of a “free fun” activity?
- A. Picnic in the park
  - B. Play board games
  - C. Ride a bike
  - D. All of these
19. What’s a good way to make more money?
- A. Delay your education
  - B. Avoid financial aid
  - C. Work while you’re in school
  - D. None of these
20. Strategies for “going green” to save money include:
- A. Turning out lights when you leave a room.
  - B. Keeping windows open early in the day.
  - C. Unplugging electrical appliances that are not in use.
  - D. All of these