

Management – Chapter 9 Answers

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| 1. Agenda | 6. Effectiveness | 11. Pareto Principle | 16. Time audits |
| 2. Attainable goals | 7. Efficiency | 12. Procrastination | 17. Time planner |
| 3. Clustering tasks | 8. Feedback | 13. Realistic goals | 18. Time wasters |
| 4. Dead time | 9. Intermediate goals | 14. Self checking | 19. Urgency/Importance Grid |
| 5. Delegating | 10. Long-term goals | 15. Short-term goals | |

- 11 _____ 80/20 rule : 20% of the time spent on certain tasks will produce 80% of final results, while 80% of time spent on other tasks will produce on 20% of final output.
- 18 _____ Activities that are taking too much of an individual's time and not actually helping to attain goals.
- 4 _____ Any time spent waiting.
- 5 _____ Assignment of the authority to perform work, to manage the work of others or to make decisions on behalf of the organization.
- 16 _____ Careful reviews of how an individual is currently utilizing time. Can be performed by keeping a log or journal.
- 8 _____ Discussions with employees on the impact or consequences of their actions and an opportunity to provide input on the next steps to be taken.
- 1 _____ Document detailing meeting items to be covered that should be prepared in advance and sent out to all participants prior to the meeting.
- 6 _____ Doing the right things at the right time.
- 13 _____ Goals that fit in with a person's other responsibilities.
- 2 _____ Goals that require employees to "stretch" but are not impossible.
- 10 _____ Goals to be accomplished in 5 years or more.
- 9 _____ Goals to be achieved within the next 1 to 5 years.
- 15 _____ Goals to be achieved within the next year.
- 7 _____ Performing tasks quickly, doing thing right.
- 14 _____ Periodically questioning "What is the best way for me to use my time right now?"
- 12 _____ Putting off doing a task.
- 17 _____ Tool used to plot activities and goals in both the weekly and daily view.
- 19 _____ Tool used to prioritize tasks.
- 3 _____ Uninterrupted time blocked off to return phone calls, e-0mails or focus on a project.