

**Test Bank for Essential Guide to Becoming a Master Student 3rd Edition by
Ellis ISBN 1285080998 9781285080994**

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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

Testbank, Ch 02 – Taking Charge of Your Time & Money

1. B
2. B
3. B
4. A
5. A
6. C
7. D
8. A
9. B
10. A
11. D
12. C
13. B
14. D
15. A
16. A
17. C
18. D
19. C
20. D