

Chapter 18 – Time and Information Management

I-Study

The time-management process can help you use time effectively. First, make a task list. Second, break large projects into smaller steps. Next, prioritize each task. Then decide how long each task will take to complete. Finally, set up and maintain a schedule. Other time-saving strategies include making good use of downtime, avoiding procrastination, and being flexible when something interrupts your plans. In the workplace, you should also be aware of how you use other people's time. Discuss only work-related matters and listen to assignment carefully.

Organizing your work area will help you work efficiently. Use the near-far rule and place things you use often near you and those you use seldom farther away. Place similar things together. To organize information, create a file system and review documents to determine their importance and discard those you do not need. Tips for creating a file system include creating folders and labels. Many of the rules for managing paper documents apply to managing electronic information. You must regularly back up electronic files to prevent the loss of important information.

I-Quiz

1. A chart that shows the order in which events occur is called a
 - A. deadline
 - B. schedule
 - C. timeline
 - D. guideline
2. What is the name for a computer file that contains many files on a broad topic?
 - A. directory
 - B. subdirectory
 - C. calendar
 - D. menu
3. Placing the tools you use most often closer to you is an example of the
 - A. proximity rule
 - B. near-far rule
 - C. convenience rule
 - D. sedentary rule

Answer Key

1. C

2. A

3. B