

# Unit 02: Overcoming Procrastination and Learning to Delegate

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## 1. Unit 02: Overcoming Procrastination and Learning to Delegate

## 4. Chapter: Unit 02: Overcoming Procrastination and Learning to Delegate

### 1. Unit 02: Overcoming Procrastination and Learning to Delegate Questions

#### 4.1.1. Fill in the blanks. Successful goals have been called S.M.A.R.T. Th...

Author: Dionne Mahaffey

Fill in the blanks. Successful goals have been called S.M.A.R.T. This is an acronym for Smart, \_\_\_\_\_, Attainable, Realistic, and \_\_\_\_\_.

Please choose only one answer:

- Measurable; Timely
- Manageable; Task-intensive
- Money-earning; Talented
- Marketed; Tailored

Check the answer of this question online at [QuizOver.com](http://www.quizover.com):

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#### 4.1.2. What is a general tip that will help you stop procrastinating?

Author: Dionne Mahaffey

What is a general tip that will help you stop procrastinating?

Please choose only one answer:

- Make up your own rewards.
- Don't have others check up on you.
- Identify the pleasant consequences of not doing the task.
- Do not use a calendar.

Check the answer of this question online at QuizOver.com:

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### 4.1.3. What is a key question to ask yourself before you delegate?

Author: Dionne Mahaffey

What is a key question to ask yourself before you delegate?

Please choose only one answer:

- Will this task help to develop my skills?
- Is this a one-time only task?
- Is this a task someone else can do?
- None of these answers

Check the answer of this question online at QuizOver.com:

Question: [What is a key question to ask yourself Dionne Mahaffey @The Saylor](#)

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#### 4.1.4. You are the manager of a 10-person department. You have some tasks ...

Author: Dionne Mahaffey

You are the manager of a 10-person department. You have some tasks that you would like to delegate, but you continue to do them yourself. What is a common reason why people do not delegate?

Please choose only one answer:

- They know that the task will recur in the future.
- They want to make the best use of their time and skills.
- They know that no one can do the job as well as they can.
- Delegation takes a lot of up-front effort.

Check the answer of this question online at QuizOver.com:

Question: [You are the manager of a 10-person department Dionne Saylor Academy](#)

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#### 4.1.5. You have an important project due next week, but you find other tas...

Author: Dionne Mahaffey

You have an important project due next week, but you find other tasks keep you from beginning this assignment. What might be a reason for your procrastination?

Please choose only one answer:

- You are too organized.
- You feel overwhelmed.
- You have overdeveloped decision-making skills.
- You are creative.

Check the answer of this question online at QuizOver.com:

Question: [You have an important project due next Dionne Mahaffey @The Saylor](#)

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#### 4.1.6. You have determined that you are a procrastinator. How can you use ...

Author: Dionne Mahaffey

You have determined that you are a procrastinator. How can you use your time more effectively?

Please choose only one answer:

- Recognize that procrastination is helpful.
- Work out why you are procrastinating.
- Treat the project as one activity.
- Add more low-priority tasks to your to-do lists.

Check the answer of this question online at QuizOver.com:

Question: [You have determined that you are a Dionne Mahaffey @The Saylor Time](#)

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