Test your assumptions about time management

	True	False
If you really look, you can probably find many ways to save time		
Being busy and active is the best way to get the most done		
Time problems can usually be solved by working harder		
"If you want it done right, you'd better do it yourself" is still the best advice		
Finding the problem is easy- it's finding the solutions that is difficult		
Most of the Ordinary, day-to-day activities don't need to be planned and you probably can't plan them anyway.		
Managers who concentrate on doing things effectively are the most effective managers.		
A good way to reduce time waste is to look for short-cuts on administrative functions		
Managing time better is essentially a matter of reducing the time it takes to accomplish various tasks		
No one ever has enough time		

The following list contains 10 common assumptions about time management. Check whether you believe each statement is true or false. Be honest with yourself!