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The test has four parts.
You have 60 minutes to complete the test.

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Part 1 - Time management

Herman
I'm a morning bird. I always try to be at work one hour earlier to check emails and get everything I need to do ready for the day. When everybody else starts coming in, I feel certain that I'm up to whatever is needed. Some people say I'm a workaholic, but this is not true. I also leave one hour before everybody else, knowing I have done my best and having the full evening to relax and unwind. I've tried to follow the same timetable my colleagues have, but I just didn't feel the same way.

Cora
I took a course last year on time management. They said the best thing to do was to make a list of things you need to do, and then prioritise them. And that's just what I do now and it works perfectly for me. I allocate the tasks distributed along the day, leaving empty slots for interruptions and things that might just come up unexpectedly. I focus on his lesson for an hour or so here and a half

Text

59m 43s

check view right answers

Four people respond in the comments section of an online magazine article about time management. Read the comments and answer the questions below.

1. Who manages their time best?
 help?
2. Who thrives at night?
3. Who feels in control starting work?
4. Who took up a habit from their last job?

2. Check your answers
when you're ready

Aptis Practice Test

Paula Winke, Tineke Brunfaut



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