

Texas Nursery & Landscape Association Certified Professional Quarterly Quiz

This CEU Opportunity Provided by E. Curtis Taber, TMCNP

Choose only one correct answer for each question. A completed exam with a score of 75 percent will qualify for one CEU towards any TNLA certification. Quizzes scoring less than 75 percent will be returned and can be re-submitted. Correct answers can be sent upon request. We encourage you to return the completed quiz no later than May 15, 2006.

1. **Good planning pays off by creating**
 - a. Direction, involvement, and motivation
 - b. Excitement, involvement, and motivation
 - c. Direction, involvement, and excitement
 - d. Direction, excitement, and motivation
2. **A key consideration in effective planning is learning how to transform goals into**
 - a. Attainable steps
 - b. Reality-based actions
 - c. Tangible awards
 - d. Merit-driven goals
3. **Into which of the following increments should an effective plan be broken?**
 - a. Weekly, monthly, yearly
 - b. Daily, weekly, monthly
 - c. Hourly, daily, weekly
 - d. None of the above
4. **One of the steps for converting goals into action is to**
 - a. Break the plan down into hourly actions
 - b. Break the plan down into daily actions
 - c. Break the plan down into weekly actions
 - d. Break the plan down into monthly actions
5. **When transforming goals into a workable plan of action you should use**
 - a. Targets
 - b. Planning inventory
 - c. Attainable steps
 - d. Daily actions
6. **The less often you plan, the better and more comprehensive those plans will become.**
 - a. True
 - b. False
7. **The best way to find time for important tasks is to include them in your annual**
 - a. To do list
 - b. Planning aid
 - c. Organized priorities
 - d. Time budget
8. **What percentage of your day should you leave unscheduled?**
 - a. Less than 15%
 - b. 15 – 30%
 - c. 25 – 50%
 - d. 30 – 60%
9. **Why is it suggested to leave a percentage of your day unscheduled?**
 - a. Unexpected tasks or emergencies may arise
 - b. Time dedicated to referring to your planning inventory
 - c. Update items from your long-range goals
 - d. To detail objectives on daily “to do” lists
10. **The best type of planning aid to use is**
 - a. Planning books
 - b. Electronic planners
 - c. Wall charts
 - d. Which ever best fits your needs
11. **When making a “to do” list, what step should occur after you have listed all of the tasks you need to complete?**
 - a. Include notations
 - b. Mark target dates on your calendar
 - c. Develop priorities for the tasks
 - d. None of the above
12. **The most important items on a “to do” list are the tasks that need to be done that day.**
 - a. True
 - b. False
13. **What is the article’s term for doing tasks just to keep busy?**
 - a. Organization trap
 - b. Priority trap
 - c. Detail trap
 - d. Activity trap
14. **The key to managing time is setting, starting, and then**
 - a. Determining high-priority tasks
 - b. Delegating high-priority tasks
 - c. Ranking high-priority tasks
 - d. Finishing high-priority tasks
15. **Don’t become so involved in finishing tasks or “busy work” that you loose sight of the real priority – completing low-payoff tasks.**
 - a. True
 - b. False

PLEASE RETURN THE COMPLETED QUIZ TO:

Texas Nursery & Landscape Association | 7730 S. IH-35 | Austin, TX 78745 | Fax: 512.280.3012
Please retain a copy for your records.

NAME: _____ Certification Type: TCNP TMCNP TCLP

COMPANY: _____

PHONE: _____ EMAIL: _____