

Please select the correct statement from the reading *

- "A routine, by definition cannot be flexible."
- "A routine will ensure students have access to you 24/7"
- "Routine is a Canadian dish made with fries, gravy, and cheese."
- "A routine will enable you to effectively utilize your time"

True or False: It is important to create to-do lists to ensure all tasks and requirements are completed on time. *

- True
- False

(Choose the most appropriate ending) "Office hours.. *

- provide an uninterrupted window for direct student-teacher interaction.
- will prevent all interruptions from grading.
- have not been proven to be effective.
- are most effective between 1-2pm.

Choose the correct answer from the reading *

- Tasks must be executed in priority order
- Following a specific order of importance in the classroom will ensure all tasks are completed timely and efficiently.
- A list of priorities is most effective when the task of creation is delegated to others.

When reusing your online course material for a new semester, be sure to *

- update the assignment due dates
- check that all links function properly
- backup your content
- optimize materials for length & clarity
- remove or edit content that is out of date, lengthy, or semester-specific
- do all of the above

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