Quiz #3 will consist of 15 multiple-choice questions worth 2 points apiece, identification/short answer questions worth a total of 10 points and 1 essay question worth 10 points.

**Multiple-Choice/Identification:** Following is the information you need to know for the multiple choice and identification/short-answer questions:

**Chapter 12: Developing Good Work Habits**
- Work Habits and Productivity (definitions)
- Procrastination (definition; why people procrastinate)
- Techniques for Reducing Procrastination (identify and explain)
- Developing the Proper Attitudes and Values (identify and explain)

**Chapter 13: Getting Ahead in Your Career**
- Career Advancement and Career Portability (definitions)
- The New Model of Career Advancement (be able to identify components and explain)
- Explain vertical vs. horizontal growth
- Taking Control of Yourself (from ca#14; identify and explain strategies; know definitions of words in bold)
- Control Over the Outside World (from ca #14; identify and explain strategies; definitions words in bold)
- Hidden Barriers (glass ceiling; suggestions for overcoming).

**Essay:** Following is the information you need to know for the essay question.

**Chapter 12: Developing Good Work Habits:** Know the information covered under Time Management Techniques and Overcoming Time Wasters you used to complete Class Activity #13.