

Time Management Strategies

Civil Service Exam

Taking a civil service exam can be a challenging experience, particularly when it comes to time management.

To maximize your chances of success, you need to develop effective strategies for managing your time during the exam.

Here's what you can do:

Create A Time Management Plan



Allocate time for each section of the exam based on its difficulty level and the number of questions.

For example, if there are 100 questions in the exam and you have three hours to complete it, divide the time by the number of questions to know how much time you have per question.

Prioritize The Questions

Start with the easiest questions and move to the harder ones.

Doing this can boost your confidence and help you save time that you can use to solve the tougher questions.



Keep An Eye On The Clock



During the exam, keep an eye on the clock to make sure you're on track with your time management plan.

If you find yourself falling behind, consider adjusting your strategy to ensure you have enough time to complete the exam.



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Civil Service A Lifetime Experience

Kathleen Armour



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