

[6] Seat No.: \_\_\_\_\_

**SARDAR PATEL UNIVERSITY**  
**S.Y.B.B.A. (HON-HM) EXAMINATION**  
**SEMESTER-III**  
**WEDNESDAY, 07<sup>th</sup> DECEMBER, 2016**  
**02:00 PM TO 04:00 PM**  
**UM03EBBH04**  
**TIME MANAGEMENT**

**TOTAL MARKS: 60**

Note: 1. Figures to the right indicate marks of the questions.  
2. Answers should be precise and to the point.

- Q.1. Define Time Management. What are the basic principles of time management? [15]  
OR
- Q.1. (A) What are the characteristics of time management? [08]  
(B) Why time management is important? [07]
- Q.2. What are the typical time wasters? Discuss various solutions to overcome time wasters. [15]  
OR
- Q.2. (A) It is said that Budget is a best tool for time management. Explain. [08]  
(B) Emotional Blocks to time management. Explain in brief. [07]
- Q.3. Discuss various policies, strategies and programs in time management. [15]  
OR
- Q.3. (A) Explain goal setting and prioritizing in time management. [08]  
(B) Write a note on: Time Tech System [07]
- Q.4. How and when do you plan your week? Plan your whole week according to higher and lower priorities work. [15]  
OR
- Q.4. Discuss different creative time management ideas to save the time. [15]

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