

5

SEAT No. _____

No. _____ 01

[32]

SARDAR PATEL UNIVERSITY

S.Y.B.B.A. (HON-HM/TTM) EXAMINATION

SEMESTER-III

SATURDAY, 25th NOVEMBER, 2017

02:00 PM TO 04:00 PM

UM03EBBH04/T03

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. What do you understand by time management? Discuss Characteristics and Objectives of Time Management. Also give its Significance. [15]
- OR**
- Q.1. Define time management. Discuss various principles of time management. [15]
- Q.2. What are typical time wasters according to you? Discuss all time-wasters with suitable examples. [15]
- OR**
- Q.2. Write notes on the following:
- (A) Different emotional blocks to time management. [08]
- (B) Budget is a best tool for time management. [07]
- Q.3. Explain goal-setting and prioritizing in detail. [15]
- OR**
- Q.3. (A) Discuss various strategies and policies for time management. [08]
- (B) Explain: Time-tech system. [07]
- Q.4. Discuss at least 10 creative time management ideas to save time. [15]
- OR**
- Q.4. (A) How do you plan your week? Plan your week according to higher priority and lower priority. [08]
- (B) What are the ingredients of time? [07]

—X—