

(44)

**Sardar Patel University**  
**B.B.A. (General) (II Semester) (CBCS ) Examination**  
**Wednesday, 3<sup>rd</sup> April 2019**  
**2.00 pm - 4.00 pm**  
**UM02SBBA22: Time Management**

**Total Marks: 60**

- Q.1 (A) What is Time Management? Explain the characteristics of Time Management. (08)
- (B) Discuss the Objectives of Time Management. (07)
- OR**
- Q.1 State the basic Principles of Time Management. Explain the Importance of Time Management in detail. (15)
- Q.2 What is Time Wasters? Explain the factors Visitors, Poor Delegation, Office Environment and Meetings as Time Wasters. (15)
- OR**
- Q.2 Explain the following factors as Time Wasters: (15)
- (A) Telephone Calls
- (B) Internet - Televisions
- Q.3 What is Time Wasters? Explain ways to Overcome Time Wasters. (15)
- OR**
- Q.3 Write a Note on: (15)
- (A) Time Tech System
- (B) Budget as a Best Tool for Time Management
- (C) Time Management Schedule
- Q.4 As a Student, how will you prepare yourself for examination? Explain with reference to Goal Setting and Weekly Plan. (15)
- OR**
- Q.4 Write a Note on: (15)
- (A) Creative Time Management Ideas
- (B) Prioritizing

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