

SEAT No. _____

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SARDAR PATEL UNIVERSITY

S Y BBA (HM) (Honours)

Semester- III Examination

2021

Tuesday, 12th January

10:00 A.M. to 12:00 P.M.

SUBJECT : Time Management (UM03SBBH52)

Total Marks : 70

- Note :**
- 1. Attempt any 4 (Four) questions out of 8 (Eight) questions.**
 - 2. All questions carry equal marks.**

Q-1 What do you mean by Time Management? Explain characteristics and principles of Time Management.

Q-2

[A] Explain various ingredients of time.

[B] Write note on – Significance of time management

Q-3 Discuss office environment, internet and television as a time wasters.

Q-4 Write notes on –

- 1. Emotional Blocks to Time Management**
- 2. Inability to say “No”**

Q-5 Describe different ways to overcome time wasters.

Q-6 Explain budget as best tool for time management.

Q-7 Explain in detail about how to learn time management?

Q-8

[A] Describe Goal setting as an application of time management.

[B] Write note on – Weekly Plan

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