

SEAT No. \_\_\_\_\_

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**SARDAR PATEL UNIVERSITY**

S Y BBA (TTM) (Honours)

Semester- III Examination

2021

Tuesday, 12<sup>th</sup> January 2021

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

**SUBJECT : Time Management (UM03SBBT52)**

[30]

**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? Discuss characteristics and objectives of time management.

**Q-2**

[A] Discuss significance of time management.

[B] Write note on – ingredients of time.

**Q-3** Discuss meetings, telephone calls and poor delegation as a time wasters.

**Q-4** Write notes on –

1. Office environment as a time waster
2. Inability to say “No”

**Q-5** Elaborate Planning Components and Time Management including objective, policy, programmes, schedule and strategies.

**Q-6** Discuss about how to save time.

**Q-7** Describe Goal setting and prioritising as an application of time management.

**Q-8**

[A] Explain Creative Time Management Idea,

[B] Write a note on : Practical Experience and games on

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[1]