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SEAT No. _____

No. of Printed Pages : 1

SARDAR PATEL UNIVERSITY

S Y BBA (Honours) (HM) (Semester- III) Examination

Thursday, 29th November 2018

02:00 P.M. to 04:00 P.M.

SUBJECT : TIME MANAGEMENT

UM03EBBH04

Total Marks : 60

Q-1 Explain the concept of Time Management. Discuss characteristics and objectives of Time Management. (15)

OR

Q-1

[A] Describe various principles of Time Management. (09)

[B] Write a note on – Ingredients of Time (06)

Q-2 Explain office environment, meetings and telephone calls as a time wasters. (15)

OR

Q-2 Write notes on – (15)

1. Emotional Blocks to Time Management
2. inability to say "No"

Q-3

[A] Explain Budget as a best tool for Time Management. (08)

[B] How can you save time? (07)

OR

Q-3 Discuss various ways to overcome Time Wasters. (15)

Q-4 Describe various creative time management ideas. (15)

OR

Q-4 Write notes on – (15)

1. Goal Setting
2. Learning Time Management

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