

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

No. of Printed Pages : 1

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SARDAR PATEL UNIVERSITY  
B.COM. (III<sup>RD</sup> SEMESTER) (NC) EXAMINATIONTHURSDAY, 7<sup>TH</sup> JAN., 2021  
10-00 A.M. TO 12-00 P.M.

TIME MANAGEMENT: UB03SCOM01

Total Marks: 60

Note: Answer any four questions.

- Q-1 Define Time Management. Discuss the characteristics & objectives of Time Management.
- Q-2 Explain the basic principles of Time management.
- Q-3 Discuss the various Time Wasters.
- Q-4 Narrate the emotional blocks to Time Management.
- Q-5 Explain the ways to overcome Time Wasters.
- Q-6 "TIME TECH System & Budget are the best tools for Time Management." Discuss.
- Q-7 Write notes on:  
(a) Goal Setting.  
(b) Prioritizing.
- Q-8 Write notes on:  
(a) Weekly plan.  
(b) Creative Time Management ideas.

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