



M.B.A. III Semester Degree Examination, April/May - 2024

MANAGEMENT

Time Management (GEC)

(NEP)

Time : 1 Hour

Maximum Marks : 30

Note : Answer **all** the sections.

SECTION - A

1. Answer **all** the following questions, each question carries **one** mark. **5x1=5**
- (a) What are the adverse impacts of improper Time schedule ?
 - (b) List two benefits of Prioritizing tasks.
 - (c) How to create a Sense of Urgency ?
 - (d) State the meaning of Self-Assessment.
 - (e) List two reasons for setting Career and Professional Goals.

SECTION - B

Answer **any five** of the following questions, each question carries **two** marks.

2. Define productivity. **5x2=10**
3. Differentiate the Indecision & Delay.
4. What is the first step in effective Time Management ?
5. Create a new ideal schedule to improve Efficiency.
6. Mention the benefits of tracking Time.
7. State the reasons for Distraction.
8. List out the obstacles in Time Management.



SECTION - C

Answer **any three** of the following questions, each question carries **five** marks.

- 9.** Explain the basic principles and characteristics of Time Management. **3x5=15**
- 10.** Describe the relevance of effective Time Management in enhancing productivity.
- 11.** Write a note on Time Management System.
- 12.** Elucidate the importance of Six-time management strategies.
- 13.** Explain the reasons for creating busy and productive Time Management in improving Organizational Excellence.

- o 0 o -

