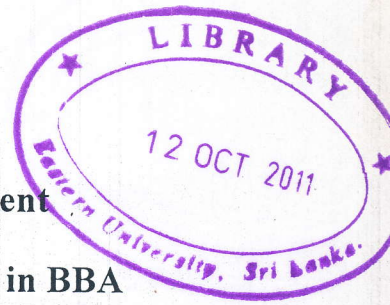


Eastern University, Sri Lanka
Faculty of Commerce & Management



Final Year First Semester Examination in BBA

2009/2010 (Special Repeat) - August 2011

MGT 4131 – Time Management

Answer all Questions

Time: One Hour

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- Q1. a) What do you understand by the term “Time Management”? Identify the characteristics of effective time management?
(15 Marks)
- b) Briefly discuss the types of time wasters.
(10 Marks)
- Q2. a) “An attitude is a state of mind influenced by feeling, thoughts, and action”
How do you develop your positive attitudes?
(15 Marks)
- b) What are the barriers of delegation?
(10 Marks)
- Q3. a) Briefly discuss the office technologies to save your time in a better way.
(15 Marks)
- b) How do you make priority list for tomorrow’s activities?
(10 Marks)
- Q4. a) State how can you work successfully in a group.
(15 Marks)
- b) What do you mean by prioritizing and make a list of things that need to be done in a particular day?
(10 Marks)