

**EASTERN UNIVERSITY SRILANKA**

**Faculty of Commerce and Management**

**Final year 1<sup>st</sup> Semester Examination in Business Administration**

**2008/2009(Repeat) – February 2010**

**MGT 4131 Time Management**



**Answer all questions**

**Time: 1 hour**

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- Q1. a. What you understand by the term “Time management”? Briefly explain the characteristics of effective time management.  
(15 Marks)
- b. Briefly explain the advantages of time management  
(10 Marks)
- Q2. a. List out 4 types of time wasters.  
(10 Marks)
- b. How do you make priority list for tomorrows’ activities?  
(15 Marks)
- Q3. a. What are the barriers of delegation?  
(10 Marks)
- b. Briefly explain the three P’s of effective time management  
(15 Marks)
- Q4. a. How do you develop your positive attitudes?  
(10 Marks)
- b. What are the office technologies can be used to save the time?  
(15 Marks)