

EASTERN UNIVERSITY, SRI LANKA

Faculty of Commerce & Management

**Final Year First Semester Examination in Business Administration 2009/2010
(December 2010)**

MGT 4131-TIME MANANGEMENT

Answer all questions

Time: One Hour

Q 01)

a) Why time management is important to an organization?

(10 Marks)

b) Explain how time can be managed with the help of Pareto's principle

(10 Marks)

(Total 20 Marks)

Q 02)

a) What are the common time management problems?

(05 Marks)

b) "Delegation is one of the management techniques in solving time management problems" Discuss.

(15 Marks)

(Total 20 Marks)

Q 03)

a) Identify common Time wasters.

(5 Marks)

b) State some ways to manage the time.

(10 Marks)

c) Do you think a person who works hard and long hours is an effective worker?

Describe with example.

(10 Marks)

(Total 25 Marks)

Q 04)

a) Develop an action plan to manage your 24 hours time.

(15 Marks)

b) Describe Stephen Covey's Time Management Matrix.

(10 Marks)

c) What is explained by the phrase "Monkey- on- the- back" .

(10 Marks)

(Total 35 Marks)