



EASTERN UNIVERSITY SRI LANKA

Faculty of Commerce and Management

Final Year 1st Semester Examination in Business Administration

2008/2009 (Proper) - September 2009

Time Management – MGT 4131

Answer all Questions

Time: 1hour

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- Q1. a. Identify characteristics and benefits of the effective utilization of time.
(10 Marks)
- b. Briefly explain the types of time wasters.
(15 Marks)
- Q2. a. What do you mean by prioritizing and make a list of things that need to be done in a particular day.
(10 Marks)
- b. Write down a master calendar which should describe what you to complete as a quarter progresses and the activities required to meet your plan.
(15 Marks)
- Q3. a. What are the benefits and obstacles of delegation?
(10 Marks)
- b. State how do you working successfully in a group.
(15 Marks)
- Q4. a. “An attitude is a state of mind influenced by feelings, thought and action”
How do you develop your positive attitudes.
(10 Marks)
- b. Briefly explain the office technologies to save your time in a better way.
(15 Marks)