

EASTERN UNIVERSITY SRI LANKA

Faculty of Commerce and Management

Final Year 1st Semester Examination in Business Administration

2007/2008 (Proper & Repeat) - October 2008

Time Management – MGT 4131



Answer all Questions

Time: 1 hour

- Q1. a. Explain the benefits of better time utilization.
(10 Marks)
- b. Describe your major barriers to the effective utilization of time.
(15 Marks)
- Q2. a. Explain the requirements to have an effective time management.
(10 Marks)
- b. "People with goals succeed because they know where they're going"
write one personal goal that you would like to accomplish in one to three
years and list all the activities that you need to complete to enable you to
reach your goal.
(15 Marks)
- Q3. a. Identify the ten guidelines to time management.
(10 Marks)
- b. Write down a monthly plan which should describe what you to
accomplish by the end of the month and the activities required to meet
your plan.
(15 Marks)
- Q4. a. Briefly explain the types of time wasters and state strategies for handling
time wasters.
(10 Marks)
- b. Make a list of things that need to be done in a particular day and use the
'A B C D E' method to rank your priorities.
(15 Marks)