

[10/A-4]
E+G

SEAT No. _____

No. of Printed Pages : 2

SARDAR PATEL UNIVERSITY

B.Com – Third Semester Examination

Wednesday, 28th November, 2018. Time : 10-00 A.M. TO 12-00 P.M.

Subject: Time Management

Subject Code: UB03SCOM01

Total Marks: 60

Note: Figures to the right indicate marks.

Q.1 Give concept of time management and explain its characteristics and objectives. (15)

OR

Q.1 Discuss significance of time management and explain its basic principles. (15)

Q.2 Explain following time wasters :

(a) Office Environment (7)

(b) Meeting and Telephone Calls (8)

OR

Q.2 Discuss : "Emotional blocks to time management" (15)

Q.3 Explain : Ways to overcome time wasters. (15)

OR

Q.3 Discuss : "Planning components and time management" (15)

Q.4 Explain : "Various application of time management" (15)

OR

Q.4 Write Note on :

(a) Prioritizing (7)

(b) Creative time management idea (8)

(1)

(P.T.O.)