

Vidya Vikas Mandal's
Shree Damodar College of Commerce & Economics, Margao-Goa
F.Y BBA, Term- III (REGULAR) End Term Assessment-April 2023
BBCS007 : Time Management

Duration: 45 Mins

Maximum Marks:12

Instructions:

- 1) Start each question on fresh page.
- 2) Figures to the right indicate maximum marks.
- 3) Q1. is compulsory question and Q2 has choice.

Q1. Identify and describe any two common symptoms of poor time management in a professional setting. (02 Marks)

Q2. Answer any TWO questions from the following (05*2=10 Marks)

A) Arjun has been the top performer in his company consistently for the past 3 years. When asked about his secret to success he attributed the same to his time management skills. Explain how does effective time management impact productivity and success in a corporate environment? Provide examples to support your answer.

B) A manager's time can best be directed by using goals. Without goals, they become easily side-tracked and waste time. Explain SMART goals and provide examples of how the implementation of SMART goals can aid in the achievement of individual and organizational objectives.

C) Analyse the Time Management Matrix and its relevance in enhancing productivity in a professional environment. Provide examples of how you have utilized the matrix to prioritize tasks and improve time management skills in your daily life.

