



**B.V. Patel Institute of Business Management, Computer & Information
Technology, Uka Tarsadia University**

Question Bank

030030111: Time Management

Unit: 1

Answer the following. (1 mark)

1. In ability to manage time results in _____
2. _____ is the act of controlling relevant event in the most effective way.
3. _____ states that time is our scarcest resources, and unless it is managed nothing else can be managed.
4. _____ concluded that time was the occurrence of event one after another.
5. There are _____ hours in a day and _____ minutes in one hour.
6. _____ is money.
7. Meaning of Dumping is _____
8. _____ means anything that is unimportant now and in the future .bin it.
9. Something for the 'to do' pile. Come back to it later is known as _____
10. _____ is about being aware that you have choices, making conscious choice and being responsible to them.
11. Entrusting someone else to do part of your job is known as _____
12. You mange yourself by changing your _____ and _____
13. Be proactive not _____

Briefly answer the following. (2 marks)

1. What is time management?
2. What Albert Einstein has quoted on time?
3. What are the outcomes of inability to manage time?
4. Give common definition of time management.
5. Define 4D's of time management.
6. List various principles of time management.
7. What is managing yourself?



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8. How you manage yourself?
9. List the views of Peter Drucker on time.
10. What is delegation?

Answer the following (limit 250 words). (5 marks)

1. Define 'time'. Explain in detail concept of time management.
2. What are the characteristics of time management?
3. What are the objectives of time management?
4. Explain steps in time management.
5. What is managing yourself?
6. How do you manage yourself?
7. Explain various utilities of time management to individuals.
8. Describe the steps to maintain balance of activity.



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Unit: 2

Fill in the blanks.

1. Putting things off is known as _____
2. Procrastination means _____
3. Telephone, people dropping in to your office , unanticipated events or visitors, all are one kinds of _____
4. Telephone, television and _____ are time wasters.
5. _____ zaps your energy and leaves you less able to work effectively.
6. _____ and _____ eats time on computer.
7. Making too many _____ decision become time wasters.
8. Lack of _____ and _____ waste time.
9. To avoid /overcome procrastination person should cut the overwhelming important jobs in to _____
10. To complete work on time person should turn the difficult task in to a _____
11. For efficient time management, person should use _____ and _____.
12. Unnecessary gathering in _____ makes it a time waster.
13. _____ is one of the time wasters.
14. Full form of KISS _____
15. One reason for ineffective meeting is _____
16. Television, internet and _____ are common time wasters.

Answer the following. (1 mark)

1. List tools for efficient time management.
2. List any two time waster at work place.
3. What it dumping?
4. What is time?
5. Give any two ways to make meeting more effective.
6. List any two time waster at home
7. What Albert Einstein quoted on time?



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8. Give another name for “Defer”.

Briefly answer the following. (2 marks)

1. What is procrastination?
2. What is Futzing?
3. Classify the various categories of task?
4. List foundation steps of executive success.
5. Draw structure of time trek sheet.
6. Draw time control chart.
7. How telephones become time waster?
8. List 10 time wasters.
9. What are the outcomes of time wasters.
10. List ways to avoid procrastination.
11. List ways to avoid wasting time.
12. What are the basic tools for efficient time management?
13. When meeting becomes as a time wasters?

Answer the following (limit 250 words). (5 marks)

1. Explain in detail various time wasters.
2. What are the outcomes of time wasters?
3. Explain ways to avoid procrastination.
4. List various tips to avoid wasting time.
5. How meeting becomes time wasters.
6. How to enhance effectiveness of meeting.
7. Explain in detail steps of executive success.



Unit: 3 & 4

Answer the following. (1 mark)

1. What is SMART goal?
2. What “TIME” stands for in TIME TECH system?
3. List any two creative ideas to time management.
4. List one solutions to remove fear of failure.
5. List one solution to overcome from fear of failure.
6. List one solution to overcome from jealousy.
7. List one solution to remove feeling of guilt.
8. List one solution to change bad habit.
9. Define goal setting.
10. What kind of tools used in first generation of time management?
11. List any two emotional blocks to time management.

Briefly answer the following. (2 marks)

1. What is TIMETECH system?
2. Explain first generation of time management?
3. List mental blocks to time management.
4. Explain second generation of time management?
5. Explain third generation of time management?
6. Explain fourth generation of time management?
7. List creative ideas of time management?
8. What is DO IT NOW?

Answer the following (limit 250 words). (5 marks)

1. Explain in detail creative time management ideas.
2. Which are the five generation of time management?
3. Explain TIME TECH system.
4. What are the solutions to overcome from mental blocks to time management?
5. Explain in detail process of goal setting.