



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

Question Bank

030030113: Time Management and Soft Skills

Unit 1 Time Management

Answer the following. (1 mark)

1. What is time management?
2. What is dumping?
3. What Albert Einstein has quoted on time?
4. List any two outcomes of inability to manage time.
5. List tools for efficient time management.
6. Give another name for “Defer”.
7. What is known as “The act of controlling relevant event in the most effective way”.
8. “Time is our scarcest resources, and unless it is managed nothing else can be managed.” Who stated this statement?
9. Who concluded that time is was the occurrence of event one after another.
10. How much time person get in one day?
11. What is defer?
12. What is known as entrusting someone else to do part of your job?
13. What one needs to change to manage themselves?

Briefly answer the following. (2 marks)

1. What are the outcomes of inability to manage time?
2. Give common definition of time management.
3. Define 4D’s of time management.
4. List various principles of time management.
5. What is managing yourself?
6. How you manage yourself?
7. List the views of Peter Drucker on time.



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8. What is delegation?

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

1. What are the characteristics of time management?
2. What are the objectives of time management?
3. Explain steps in time management.
4. Explain various utilities of time management to individuals.
5. Describe the steps to maintain balance of activity.



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Unit -2 Time Wasters

Answer the following. (1 mark)

1. Give any two reasons for in effective meeting.
2. List any two time wasters.
3. What is procrastination?
4. List any two time wasters found at workplace.
5. Give any two example of interruption?
6. Write full form of KISS?
7. List three audio visual device which consume most of the time.
8. What zaps your energy and leaves you less able to work effectively?
9. Which activities eat our time on computer?
10. Which type decision waste time?
11. What one should do to avoid procrastination?
12. How person can complete difficult task easily?

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. List ways to avoid procrastination.
8. How telephones become time waster?



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9. List 10 time wasters.
10. What are the outcomes of time wasters?
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.



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Unit-3 Conducting Meetings

Answer the following. (1 mark)

1. What do you mean by office circular?
2. Where a subject of circular mention?
3. Define Agenda.
4. When participants requesting for an agenda item to in charge person?
5. What information attaches and sends with agenda?
6. What do you mean by minutes?
7. In which case, companies compulsory maintain minutes of proceeding of every general meeting?
8. What are the main objectives of writing minutes?
9. List various types of minutes.
10. What is prohibited in minutes book?
11. Where index of minutes is maintain in minutes book?
12. Who is the authorized person to make signature in minutes book?
13. Which minutes include the proposal with name of the proposer and the seconder?
14. In which language generally minutes are written?
15. List any one role of chair person.
16. Explain the meaning of notice.
17. List any one points which one should be remember while writing notice.
18. How minutes become evidence of the proceedings?
19. Within how many days entries of minutes should made after completion of meeting?
20. Who should be well aware of the meeting objective, rules, procedures?



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Briefly answer the following. (2 marks)

1. Write purpose of circular.
2. List any two importances of agenda.
3. How agenda is drafted?
4. List contains include in the agenda.
5. List any two essential contain of minutes?
6. List personal characteristics an effective chairperson
7. What are the ground rules follow by participant in Meeting?
8. Mention duties perform by members of meeting?

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

1. Discuss the steps for preparing good agenda.
2. Explain guide line for effective agenda.
3. Write any five hints of writing minutes effectively.
4. Explain duties of chairperson in meeting in detail.
5. Discuss different techniques that can be followed to increase participation during meeting.
6. Draw the format of notice which follow when preparing notice.



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Unit 4 Goal Setting, Assertiveness and Self Confidence

Answer the following. (1 mark)

1. Define goal.
2. Mention types of goals.
3. What is the time span for long term goals?
4. What develop positive attitude in life?
5. How the goal setting help to person for accomplish activities?
6. Give other name of futuristic goals?
7. Give other name of immediate goals?
8. What increase person ability to deal with others in a variety of ways?
9. What do you mean by Self-awareness?
10. Define self Esteem.
11. How fears are created?
12. How person can overcome from fear of failure?
13. Which techniques help to person to stay clam?
14. What do you mean by Positive Affirmations?
15. What is assertive style of communication?

Briefly answer the following. (2 marks)

1. Give the full form of SMART.
2. List any two Significance of Goals to Individuals
3. How measurable characteristics help goal setting?
4. Why goal should achievable or challenging?
5. In which way goals should be written down?



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6. List any four advantages of written goals.
7. Mention two differences between Dreams and Goals.
8. Give two Example of Dreams and Goals.
9. What do you mean by Assertiveness?
10. Give the four reasons for being Assertive.
11. Give the causes of non-assertive behaviour.
12. List any four practicing for become assertive communicator.
13. How the people show assertiveness by gesture and posture?
14. Mention steps develop and Gain confidence.
15. What do you mean by self belief?
16. Mention action required to overcome on fear.
17. Write five good things about positive yourself.

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

1. Explain the significance of goal to individuals in detail.
2. Explain the types of goal in detail.
3. Discuss criteria of SMART goal in detail.
4. Explain the advantages of written down goals.
5. What are the various reasons for being assertiveness?
6. Discuss way to develop Assertive Behaviour.
7. Discuss steps of develop self- confidence in detail.
8. Discuss way to develop Positive Affirmations.