



AJEENKYA

D Y PATIL UNIVERSITY

End Term Examinations (December 2018)

School: School of Management

Program: BBA-IB

Course: Time & Stress Management

Course Code: GEX162

Semester: III

Max Marks: 20

Duration (mins): 60

Note- 1. Figures to the right indicate full marks.

2. Write the correct question number & sub-question number while writing the answers in the answer sheet.

Q1) Answer the following questions: (Any four)

16 Marks

- Mention any four ways of Time Management. Explain in brief.
- What is meant by scheduling? Mention any four ways of scheduling effectively to achieve a better work-life balance.
- Define the term "interruption". What are the three types of interruptions?
- Give full form of SMART Goals.
- Mention four main causes of procrastination.
- Write four measures to challenge stressful thinking.

Q2.State whether the following statements are true or false:

4 Marks

- Stress cannot be controlled by problem solving techniques.
- Preparing a to-do-list is one of the time management planning tools.
- Scheduling is an important skill that helps effective time management.
- Effective management of time leads to stress.