

EASTERN UNIVERSITY, SRI LANKA
FACULTY OF COMMERCE AND MANAGEMENT
Special Examination for the Final Year –
EXAMINATION IN BACHELOR OF BUSINESS
ADMINISTRARATION/COMMERCE- 2005/2006(JANUARY –2008)
OCM 1031 TIME MANAGEMENT

29 MAY 2006

Answer all questions

Time: 01 hour

- Q1.** a. Define the term “Time Management Planning” and discuss the importance of Time Management.
b. Identify five principles of Scheduling.
c. Identify three main types of Time Management Planning.

(25 Marks)

- Q2.** a. Why effective delegation is important for Time Management?
b. State five benefits of Scheduling and list out five-step process in Scheduling.
c. What are the three types of common time wasters?

(25 Marks)

- Q3.** a. What do you understand by the terms ‘*Single Handling*’ and ‘*Law of Control*’?
b. What are the criteria for setting priorities? And identify two methods in setting priority.
c. What is Personal Time Management (PTM)?

(25 Marks)

- Q4.** a. Identify five-office technologies that enable you to save your time.
b. How can you deal with Postponement/Procrastination?
c. Calculate the cost of time for an employee by using following data:
Total salary for a year Rs. 140,000, Productive days for a year 300 and working hours per day 07 hours.

(25 Marks)