

**ASSESSMENT # 9**

**Total Marks: 30**

**Answer the following questions:**

- 1.** Why is it necessary to prioritize your time? (10)
- 2.** What do you mean by setting your goals with SPIRIT? Explain in detail. (8)
- 3.** What are different guidelines for efficient planning? (7)
- 4.** How can you manage your workload easily? (5)