

ASSESSMENT # 3

Total Marks: 30

Answer the following Questions:

Q.1. Short Questions: (15)

- i. What is the relationship between time management and job performance?
- ii. How do managers use appropriate skills to resolve conflicts?
- iii. How do you know that you are stressed?

Q.2. How does good diary management support effective time management? (8)

Q.3. “Time management is, in part, a tool for stress reduction.” Discuss (7)