

**ASSESSMENT # 4****Total Marks: 30****Answer the following questions:****Q: 1:** Short Questions (15)

- I. How would you plan a morning office routine?
- II. Outline the things you should do at the end of the working day.
- III. What are the different ways of expressing “NO” effectively?

**Q: 2:** Outline different ways of tackling procrastination. (7)**Q: 3:** Write a note on “The Urgent-Important Matrix” developed by Eisenhower. (8)