

ASSESSMENT # 18

Total Marks: 30

Answer the following questions:

Q: 1: Outline the important steps to creating a personal vision. (7)

Q: 2: Discuss the different elements of setting up a daily system of an organisation. (8)

Q: 3: Describe the functions of GOPHER in managing information. (7)

Q: 4: Outline different ways of tackling procrastination. (8)