

ASSESSMENT # 3

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)