

ASSESSMENT # 1

Total Marks: 30

Answer the following questions:

- 1.** Describe importance of time management in life and list down activities/task that takes major part of your time. **10**
- 2.** Traditional time management wisdom only works for some people. Yes or No? Give at least three reasons to justify your opinion. **10**
- 3.** How changes in time management can bring personal efficiency in our life? **10**