

**ANAND COMMERCE COLLEGE
(MANAGED BY SHRI RAMKRISHNA SEVA MANDAL)**

2023-24

**BBA (GEN.) SEM: II
Time Management
ASSIGNMENT**

UNIT: 1 Introduction to Time Management

- 1) Give meaning of time management and discuss objectives of time management.
- 2) Explicate basic principles of time management.
- 3) Explain significance of time management.

UNIT: 2 Typical Time Wasters

- 1) List out causes of time wastage.
- 2) Discuss following time wasters:
 - Meetings
 - Internet
 - Televisions
 - Telephone calls