



**SILVER OAK
UNIVERSITY**
EDUCATION TO INNOVATION

**Silver Oak College of Computer Application
Bachelor of Science (CSIT)**

Semester:	3	Academic Year:	2024-2025
Course Name:	Time Management and Productivity	Course Code:	3040003262

Question bank

Sr. No	Question Text	Marks	CO
UNIT 1			
1	What is time management?	3	CO1
2	Name a key characteristic of effective time management.	4	CO1
3	What is objective of time management?	8	CO1
4	How does time management affect productivity?	8	CO1
5	List down the benefit of good time management.	8	CO1
6	Describe the basic principles of time management and how they contribute to effective time management.	3	CO1
7	Explain how setting SMART goals can enhance your time management skills and lead to better outcomes.	4	CO1
8	Discuss the role of prioritization in time management and its impact on achieving your goals.	8	CO1
9	How can effective time management help in overcoming procrastination and maintaining consistent progress?	3	CO1
10	Identify and describe a few time management tools and techniques, and explain how they can be applied to improve personal and professional efficiency.	8	CO1
UNIT 2			
11	What are common causes of time wasters in the office environment?	4	CO2
12	How can telephone calls be a time waster?	3	CO2

13	What is a common issue with visitors that affects time management?	8	CO2
14	Why is poor delegation considered a time waster?	8	CO2
15	How does procrastination impact time management?	4	CO2
16	Discuss ways to overcome time wasters such as poor delegation, inability to say “no,” and unnecessary internet or television use.	3	CO2
17	Explain the components of time management planning and how they contribute to effective time management.	4	CO2
18	Describe various time management strategies and how they can be applied to improve productivity.	4	CO2
19	What is the TIME TECH System, and how does it help in managing time effectively?	8	CO2
20	List and evaluate some of the best tools available for time management, including their features and benefits.	8	CO2
UNIT -3			
21	What is productivity?	4	CO3
22	Why is productivity important in both personal and professional contexts?	4	CO3
23	What is the main difference between production and productivity?	8	CO3
24	Name common tools used to measure productivity.	8	CO3
25	What factors can help increase productivity?	8	CO3
26	Discuss the reasons for low productivity and propose techniques to eliminate these causes.	3	CO3
27	Explain the productivity index and how it can be used to measure productivity improvements.	3	CO3
28	What are the different kinds of productivity measurements, and how do they differ in assessing performance?	3	CO3
29	Analyze the technical methods used to improve productivity and how they impact overall efficiency.	3	CO3
30	Identify the main contributors to productivity improvement and discuss their roles in enhancing productivity.	3	CO3
UNIT 4			
31	What is the definition of method study?	4	CO4
32	What is objective of conducting a method study?	3	CO4
33	Name a symbol used in process charts for method study.	8	CO4
34	What is a flow process chart?	4	CO4
35	What does the concept of motion economy aim to achieve?	3	CO4
366 665	Describe the procedure of method study and how it is implemented to improve work processes.	8	CO4
37	Explain the differences between Flow process charts, Operation	4	CO4

	process charts, and Two-handed process charts.		
38	Discuss the concept and objectives of work measurement and how it is used to assess work efficiency.	4	CO4
39	Compare analytical estimating and Predetermined Motion Time Systems (PMTS) in terms of time estimation techniques.	8	CO4
40	Analyze the use of Method Time Measurement (MTM) and Work Factor systems in determining work time and improving productivity.	4	CO4

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