Programme	:	B.Tech. (Common to all)	Semester	:	Interim Semester 2021-22
Course	:	Soft Skills for Engineers - II	Code	:	SST2002
Faculty	:	Dr. Ravi Bhatt	Slot/Class No.	:	D11/ 0162
Time	:	1 hour	Max. Marks	:	10

Continuous Assessment 3

Q1: What is Time Management? Explain Prioritising and Multitasking. Enlist any 5 ill effects of procrastination and briefly explain them.
Write the answer in a single paragraph in 150-200 words. You can either write it on a piece of paper and upload the picture or type it in and upload the document.

Please note:
* In case 2 or more students have written the same answer, common marking will be done.
   Copying and pasting common paragraph is STRICTLY not allowed.

(Recommended settings: Font: Times New Roman; Size: 12; Spacing: 1)
You can turn-in your document either in .pdf or .doc format.

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Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. Prioritizing is doing one thing at a time, or focusing your attention, time, and energy towards achieving one goal at a time. It is the most fundamental premise of effective time management is to differentiate what is important and what is urgent. Note that the most important tasks are not the most urgent tasks and vice-versa. The key is not to prioritize what's on your schedule but schedule your priorities. Multitasking is the act of doing many different things at the same time. The human brain is capable of working on various activities at a single moment in time. It helps us in managing the time better, getting things done on time and finding some spare time for ourselves. Procrastination is the tendency to avoid unpleasant or stressful tasks that are very important. Ill effects of procrastination are: Losing Precious Time: the moment you realize that you are two, five, or ten years older and nothing has changed; Blowing Opportunities: What you don't realize is that the opportunity could have been life-changing, but you missed out on it; Not Meeting Goals: Postponing your work will result in unaccomplished goals; Ruining a Career: A career is built in a long run, procrastination can end up being detrimental to your career; Lower Self-Esteem: Procrastination eats away your confidence, slowly but surely.