

Placement Enhancement Program

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Batch: B32

Assignment

1. Time Management Matrix

- Image 1:

	Urgent	Not Urgent
Important	Deadline Tasks Emergency Work Resolving Immediate problems	Improving your health wellness Building your dream
Not Important	Spending a lot of time on particular work Distractions	Watching tv Certain phone calls and chatting Excessive gaming

- Image 2:

30%	20%
20%	30%

- Image 3:

		Urgent	Not Urgent
Important	My office works Payments and bills	Giving time for gym Joining Ngo activities Finding new opportunities Personal growth Long term planning Building on my career Improvement ideas	
Not Important	Distractions		

- Image 4:

20%	75%
5%	0%