**Placement Enhancement Program**

Name: Anish Abhijit Dadegaonkar

Batch: B32

**Assignment**

1. Time Management Matrix

* Image 1:

Urgent

Not Urgent

Not Important

Important

|  |  |
| --- | --- |
| Deadline Tasks  Emergency Work  Resolving Immediate problems | Improving your health wellness  Building your dream |
| Spending a lot of time on particular work  Distractions | Watching tv  Certain phone calls and chatting  Excessive gamming |

* Image 2:

|  |  |
| --- | --- |
| 30% | 20% |
| 20% | 30% |

* Image 3:

Not Urgent

Urgent

Important

Not 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 |
| Distractions |  |

* Image 4:

|  |  |
| --- | --- |
| 20% | 75% |
| 5% | 0% |