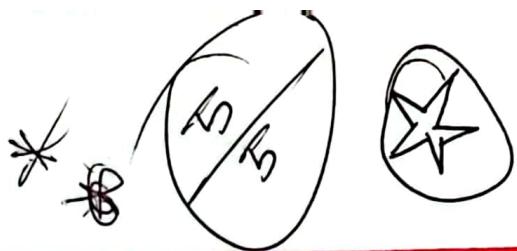


**UNIVERSITY**  
Exercise Book  
Write Your Mission

Sadman adib  
LSS

~~(W)  
12.3.22~~



~~Lss~~

- \* Tips to remove sleepiness -
- \* Walk & read book in the sun.
- \* Take a shower in the evening.
- \* Rubbing face with towel soaped with warm water.
- \* Good night sleep.
- \* Take a heavy breakfast.
- \* Five methods of lecture notes -
  - (1) Cornell Method
  - (2) The outline method
  - (3) Mapping Method
  - (4) The charting Method
  - (5) Sentence Method

## \* The Cornell Method

# Two column notes with a folder.

key points	teacher's lecture
	child like behavior

short notes on notes and bugs

Lecture summary with  
new information

revision point

deserve to make a report

to make a report off

\* Verbal (bottom line) int \*

Piano, Elephant, Truck, bottle,  
pinapple, Basketball, chair,

~~GW  
15.3.22~~

LSS

g/n

23.3.09

\* Quiz  $\Rightarrow$  28 March.

\* Study skill slide

Exam notes

\* Spend 5% of your exam time in reading the instructions and the questions.

\* Prepare a plan of Time-scale

~~\* Prepare a plan of~~

PTO

- \* keep a watch on the table to keep track with time.
- \* Take a bottle of water in with you. Sip it slowly throughout the way.
- \* Answer the first question first.
- \* follow eight "Rule of Thumb" in mentioning which question you are answering and the answer itself.

It should be "Ans to the Question Number" with a tick mark of width two cm.

P.T.O

- \* If you ~~waste~~ get stuck, don't spend too much time. Move on to answering other questions. It's better which question to leave.
- \* If you are running out of time, attempt answering remaining questions in brief.
- \* Never leave the exam hall early.
- \* Spend at least 5 mins of your exam time in reviewing and refining your answer.

## Q2. writing skills

Write 5 study tips

- (i) Follow and maintain teacher's instruction regularly.
- (ii) Always be good and respectful with your faculty.
- (iii) When you read something, ask yourself how the result comes.
- (iv) Make a good lecture note of every lecture that make you easy to understand.
- (v) The more you read the more you learn.

(27, 28 March  
Deadline)

LSS

21.3.22

## Study Skill

If I am stranded in an island, what survival skill I need? —

- ① First of all I have to know how to find food. So I have to catch enough fish from the sea around the island.

I have to know how to make fire with stones or tree branch etc.

No animal base not even (v)

② I have to know how to use waste things in island because there are many useful things that can be used in any time not from us (vi)

P.T.S

~~Food~~

~~①~~ I need to ~~make~~ gather some elements to make shelter because

④ an island is not much secure for me to survive.

~~②~~ I need to generate some idea in order to get rescued. I also have to know how to make flags with old torn clothes or stuff.

③ ~~③~~ I have to manage drinking water.

~~④~~ I have to know how to make weapons or shield for self ~~surviving~~ defense.

P.T.

- ⑥ ~~I~~ I have to know how to make medicine with teak wood trees.  
Because in night time I can get injured.
- ⑦ ~~I~~ I have to know how to calculate the direction by ~~guessing~~ guessing.
- ⑧ Because it can be greatful.
- ⑨ ~~I~~ I have to know how to make boats with woods or anything.  
Because If I see any ship far I can reach them.
- ⑩ ~~I~~ At night time I have to smear mud in my body so that I can protect my body from insects.

P.T.

I should have to keep calm at that situation. I shouldn't be panic at that time. Because If I panic I can do different kind of mistake. and I am going to write off. because it was so small.

and of last now of said T with you so above which the other gets you see I t I said west door was E word of said T with floor 1 A left as I left on bed of the water short went good for factory

## # Time trap in the office

① Telephone

②

③

④

⑤

Socializing

## # Common technique

① To do list: Paper based, App-based

②

③ Monthly to do list: Yearly activities

\* I must, should, want

C.W  
16.V.22

LSS

\* At the time of mid term exam I was sick. Now please allow me to give my midterm exam because I am well now. And my doctor tell me to go to university.

S S supervisor wanted the birth-right board was to fill up OT.

Birth-right : Job ab + jidam  
These blonds don't

S

J

16-4-22  
3

# Time Management

LSS

## Topic to cover

~~show & write~~

- ① Concept of time and types of time.  
~~both best and bad~~
- ② Basic understanding of time management  
~~of time and how to~~
- ③ Problems people face in the time management.  
~~in office don't~~
- ④ Common techniques of time management  
~~and first will work~~
- ⑤ Contemporary
- ⑥ How to ~~turn~~ turn a good practice to a permanent habit.  
~~best business~~
- ⑦ Practical advises on becoming time conscious.

P.T.

229

## #Time Quote

- \* It's a bad news that time flies. But good news is that you are the pilot. *(author unknown)*
- \* I think Gaizka *(author unknown)*  
"One's time is in fact his life."
- \* Time management is life management.
- \* You can't recycle wasted time.  
*Ten minutes wasted today, 10 minutes gone from your life.*

P.T.O

## # Significance of time

- \* Ask an athlete who stood 2<sup>nd</sup> position for a fraction of a second delay. ~~without wait~~
- \* Ask a passenger who missed a train for being late for a minute. ~~wait without wait~~

## # General concept of time

- # Webster's dictionary.
  - \* The specific, usual and allotted period during which something is done.
  - \* Two types of time
- ① Clock time  $\Rightarrow$  Not manageable
  - ② Real time  $\Rightarrow$  manageable

# There are two obstacles we face in doing things ON time :-

1. Procrastination (~~Procrastination~~)

2. Interruptions (~~Distractions~~)

\* Procrastination :-

→ Tendency to delay today's task to do later. (Being lazy)

→ It is the constant pushing aside of tasks that need to be completed (~~Do it now / Do it tomorrow~~)

→ It whispers you to delay your task.

PTO

- ⇒ It continues ~~is a jingle~~ ~~about~~  
you have time to
- 
- \* ⇒ It is the constant pushing aside of tasks ~~that you don't~~  
completed.
- ⇒ Procrastination will always →  
slow the beginning, hurry at the end.
- \* Habit of a procrastinators ⇒  
They just keep their tasks compiled hoping that they can manage doing to later.

P.T.O

- ⇒ They sleep till the date of deadline.
- \* On the date of deadline
  - ⇒ They woke up.
  - ⇒ Some panicked for forgetting the deadline.
- \* Working on deadline : —
  - ⇒ They run here and there.
  - ⇒ Copy / call
  - ⇒ And finally, just few minutes before the deadline, submitted → done it.

P.T.O

\* Side effect of keeping tasks undone :-

### Parkinson's law

- ⇒ "Work expands so as to fill the time available for its completion."
- ⇒ A ~~two days~~ task can take two months to do.

# 4 ways to get rid of Laziness /  
Procrastination

1. Down

2. Use Salami Techniques

⇒ Slice it up

⇒ Start doing a ~~big~~ project  
piece by piece

→ You can make impossible possible.

### 3. Apply LPT

⇒ "Lengthening Relaxations

Time"

⇒ How it works

The idea of LPT is to meet the deadline as early as possible to save time / to have more time to relax.

⇒ Provides good feeling of accomplishment

→ ~~PT.O~~ A great tool for saving time

## # Time traps ~~time management~~ $\Rightarrow$ #

Time is like a sword if you don't ~~be~~ cut with it, it will cut you.

## # Time traps in the office $\Rightarrow$

\* Telephone interruptions

\* Drop-in visitors

\* Personal disorganization

\* Meetings

\* Socializing

Personal time

(Gesetz) zu beschäftigen

sich mit dem nächsten Kunden

oder mit dem nächsten Job

oder mit dem nächsten Tag

2

# Common time management tools & techniques :-

Techniques :-

1. To do list :- Paper-based, Apps based

# used in business world :-

1. Must, should, want

I must } Methodology  
I should } Jay shetty  
I want } working hard

2. Urgent - Important matrix :-

by US president (Eisenhower)

It's a matrix version of the regular to do list with degree of important and urgent.

Army general

34<sup>th</sup> President of US (1953-61)

⇒ Urgent / Important Grid / 4 Quadrants

1. DO ⇒ Do it now (1st priority)

2. Decide ⇒ plan it. Do next (2nd priority)

3. Delegate ⇒ Find someone automobile work (3rd priority)

4. Delete ⇒ Don't do it. Eliminate (4th priority)

~~3.~~ POMODORO Technique

\* Francesco Cirillo

1 ⇒ timer 25 min

2 ⇒ complete focus at work time

3 ⇒ Stop once after alarm

4 ⇒ Take 5 min break

5 ⇒ Resume

~~6.~~ Two minutes rules

Getting things to David Allen ~~asap~~

~~5~~ from DA. thinking & obsessing  
Do-It (how)

~~6~~ W. Clement Stone  
From newspaper seller to Billionaire  
Touch every paper & do it now

~~6~~ Set airplane hours

\* Hughes Airwest

~~superb~~ ~~good~~ ~~best~~

• ~~Hire a consultant~~

~~P.T.O~~

• ~~Write down what you want to do~~

~~get others to do it~~

## # Building the good habits of living

A time-conscious life:-

1. Wake up early

2. Phone picture

- 3. Wash down & eat hot

- 4. Eat healthy, wholegrain, etc.

- 5. Avoid fast food, junk food

- 6. Drink water or fruit juice

- 7. Avoid sugar, salt, etc.

~~1st~~ of all

- \* Read silently & underline the words - it  
⇒ If you are a visual learner  
then read your lecture silently.  
that will help you to give  
much attention to the topic.

~~then~~

- \* Highlights, underline important words  
⇒ You are a visual learner. So  
underline the important key words  
from your lecture. That will help  
you to remember and memorize  
the lecture.

~~Ar's~~

- \* Use sticky notes, ~~and~~, ~~will~~  
→ Sometimes it will happen that  
you can't find ~~the underline~~  
words. So remove this problem  
It can be sticky notes. It can write  
the important words ~~in~~ in  
that to remind the topic again.

~~69~~

Hello, everyone. I'm a student of  
m.s.

Hague. I am a student of

CSE department in VIU. Today  
I performed a study skill now

I am a visual learner so

how I am gonna show what

I have to do if I am a

visual learner.

\* Presentation

# also develop F#  
got 2 goals with audio visual got 2 F

10 reasons that people don't like play  
manners. e.g. giving & receiving

b) Communication skill

# In an effective communication

\* 7C

\* ~~correct~~ → clear

similarity

→ complete

→ Concise → brief but comprehensive

→ Courteous → showing respect

→ Correct → check spelling & grammar

→ Consideration → consider your audience

→ Confirmation

## # 7 golden rule of listening \*

1. Stop doing other things, stop thinking other things and stop drinking or eating. Be present

2. Face the ~~with~~ <sup>full</sup> filled with and attentive body posture and make eye contact

## \* Proxemics

1. Study of human use of space and its effects on people + behaviour, communication, and social interaction

PTO

- Personal Space
2. Maintain personal space when stand in line, of whom it
  3. The rule is - one elbow.
  4. Maintain personal space in the elevator.

(obliges following 6 buts)

(obliges) transportation with ③<sup>USA</sup>  
France

(obliges) waiting room, ②

→ cotton pits & swimming ③

→ silk pits & dress ④<sup>China</sup>

→ sidewalk & other people ⑤

→ kitchenware dishes ⑥

→ tableware ⑦

## Module 7,8

### II. Professionalism

#### Ethics & Professionalism

- \* Ethics is a system of moral principle, A sense of equity or inequity of actions and it tell what a person should do, about rights, obligations, trust, fairness. For example ~~same~~ during exam some students never cheat. Some does. We should show our belief not what we say we do.
- \* Some example of unethical practice like cheating, bribing, not following rules etc.

P.T.O

## Professionalism is

\* The competence or skill expected of a professional. The key to quality and efficiency is professionalism. I'm a student, so I can show professionalism by wearing ID, dress code, maintaining relationship between teacher and student, no cheating in exam, coming on time and prepared, delivering oral presentation, email communication, submitting assignment.

~~The student signing on the attendance sheet~~

## Social responsibility-2

- \* Social responsibility means that the people and associations must behave ~~badly~~ <sup>properly</sup> and be sensitive to social, cultural, economic and environmental issues.
- \* Dimensions of social responsibilities  
~~are legal, ethical, economic, political, etc.~~
- \* Legal:-  
Refers to maintaining governmental laws and regulations like civil law, criminal law. Prohibits certain acts and imposes fines / imprisonment as penalties for violating law.

P.T.O

\* Ethical or moral affiliation

Actions and activities that are ~~not~~ <sup>not</sup> expected or prohibited by ~~the~~ <sup>most</sup> members of the organization, the community & society.

\* Economic

How resources for the production of goods and services are distributed within the social system.

\* philanthropic

Business contributions to society like Charitable trust - ms company.

Individual and business contribution will be equal but still profit not be taken as

3

### \* Student Social Responsibilities

It is known as SSSR, it is the responsibility of every student for his or her actions.

### \* Corporate Social Responsibility

Corporate social responsibility is all about how a company is responsible for the social, economic & environmental impacts it may cause through its business and products.

### \* SP Strategies

Social opposition & lobbying  
n Obligation

Response in business

n Contribution

\* Removal of SP 2 products

The image of business organization  
are linked with the quality of  
its products and customer &  
service and the extent to which  
it fulfills the expectations of  
owners, employees, consumers,  
government and the community  
at large.

\* responsibility towards

They are wrong ~ ~ ~ owners,  
employers, consumers, govt &  
community & society.

\* When 'I' is replaced by 'We'

Even 'illness' becomes 'wellness'

## Micro Economic

\* \* \* \* \*

\* \* \*

\* \* \* \* \*

~~(3)~~ Before & after of small project

Amir slide  $\Rightarrow$  8

Trade-off

means a person have to give up something for something.

Like in a time you have to go for a walk or study. You have one limited time to perform one out of these two activities.

Here is this is the trade-off.

P.T.

2

Slide-9

Staying home to study instead of going outside and have fun with friends is an ~~example~~ result of both monetary & non-monetary opportunity cost.

3

Slide-12

Promising to give me something that I like.

If I get 5 in final exam they will give me a mobile.

1 (slide - 16, 17, 18)

\* because trade allows each country to specialize in activities they do best. This allows countries to buy greater variety of goods and services at a lower cost.

2 (slide - 17, 18)

Market is the process by which the prices of goods and services are established. It enable the distribution and allocation of resources in a community and facilitate trade. An

P.T.B

tradeable item can be examined and priced in a market.

The government may ensure national security by not allowing miners to transact with enemy countries and providing services that are not typically handled by private business.

Trade is a way to increase economic growth and development. It also helps to spread technology and ideas.

1

### Principal - I

The standard of living of a country depends on its ability to produce goods & services.

2

Prices go up when the government prints too much money.

3

Society faces a short-term compromise between inflation and ~~high~~ unemployment.

2

2

(slide-16, 7)

~~positive statement~~

Positive statement:

The GDP of this country is  
\$ 10,000 per capita for 2018.

Normative Statement:

The GDP of this country  
should be \$15,000 per capita  
for 2019.

consider daily life :-

Pos: Beef is the food that you daily buy.  
Nor: Beef should be the food that you daily buy.

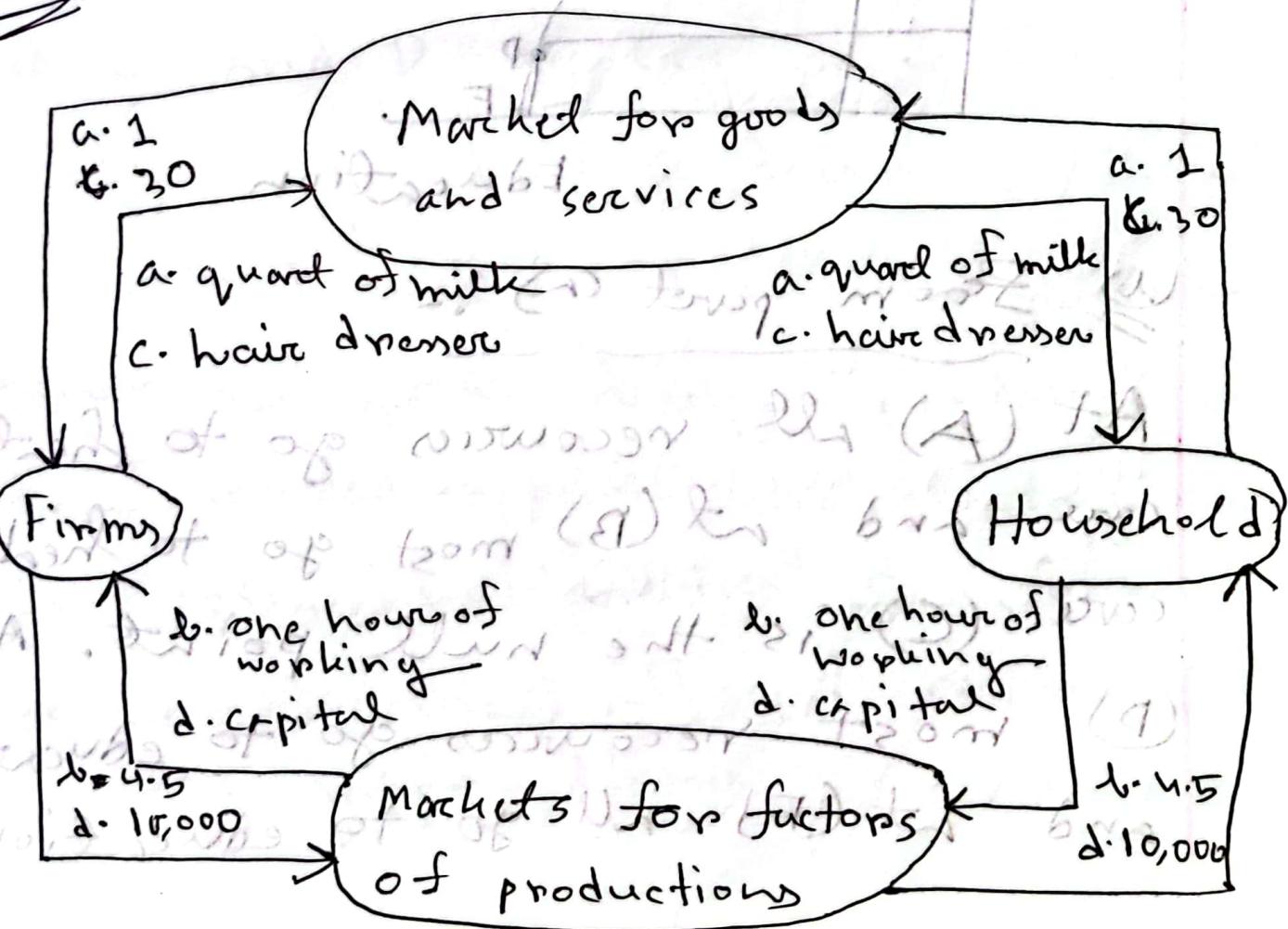
P.T.O

2  
Slide 3

workout with 1209 wait, work

3  
Slide (13, 14, 15)

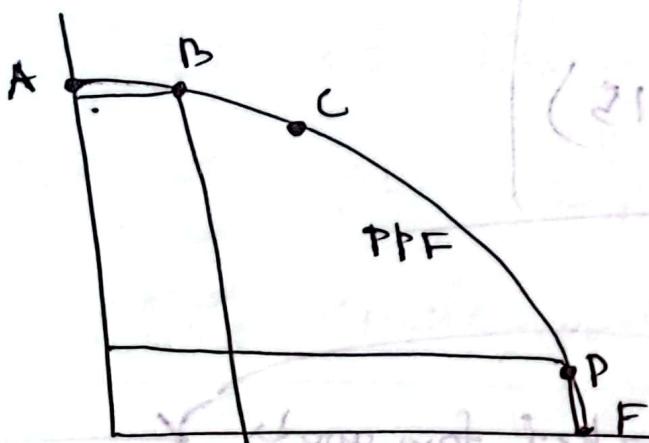
2



3

(a) A Health care vs Education  
Production Possibilities Frontier

Healthcare



(21, H1, E1) 361.2

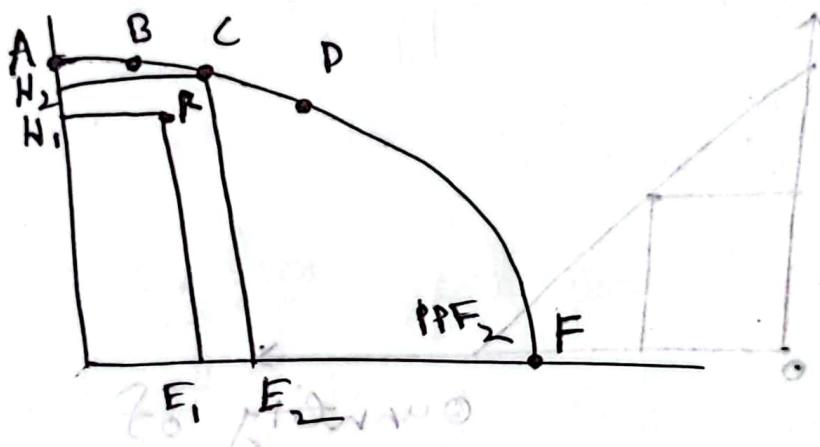
Education

From part (a)

At (A) all resources go to health care and at (B) most go to health care. (C) is the null point. At (D) most resources go to education and at (F) all go to education.

~~(CS)~~ ~~sover~~ ~~referred~~ ~~not~~ ~~199~~

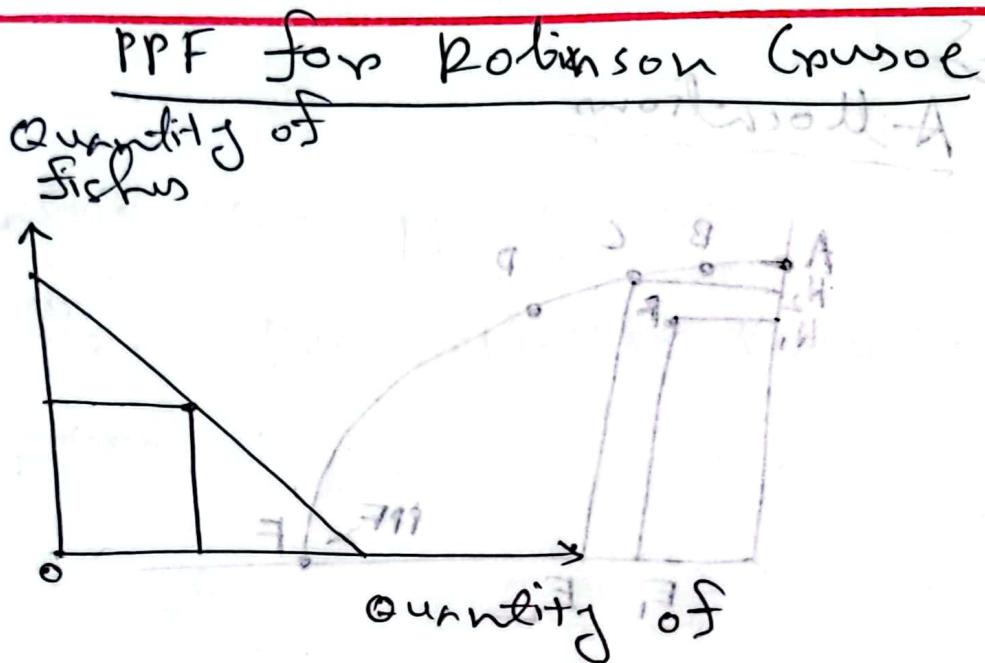
## Allocation



All choices along a given PPF like B, C and D display productive efficiency, but R doesn't. Allocative efficiency means that the particular mix of goods being produced - that is the specific choice along the production possibilities frontier - represents the allocation that society most desires.

3

1



Opportunity cost of  
Individual R

Yes, Individual R's consumption  
of both goods is limited by  
the production possibilities frontier  
when he lives alone and  
does not trade. No trading with  
natives would change or remove

P.T.

the limits faced by individual R in the absence of trade.

~~2. Specialization of countries~~

Specialization of ~~the~~ the countries on what they produce best increases the trade. They are able to produce what they produce with less time but what they don't have efficiency. They produce what best they can and buy what they can't produce from the other countries and with cheap price.

~~1~~ describes job best suited with  
\* ~~best~~ to ~~opportunity~~ cost with  
Number of coconuts collected in  
an hour

Number of Fishes caught in an  
hour  
fish seborg ~~per hour~~ no  
 $\Rightarrow \frac{10}{1}$ . short shift working  
= ~~short~~ ~~seborg~~ of shift  
 $\Rightarrow 10$

Fridays =  $\frac{30}{2} = 15$

Fridays has an absolute  
advantage in catching  
fish.

P.T.O

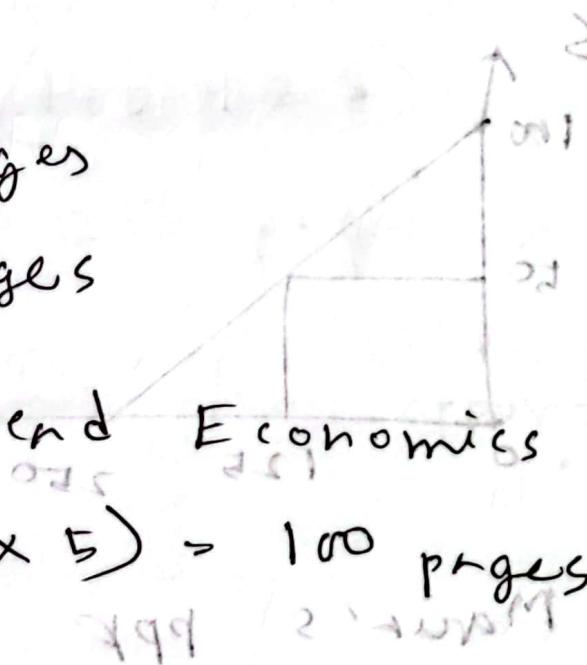
\* Robinson has got comparative advantage in catching fish.

Because, he produce a particular good at a lower opportunity cost than Friday. ( $20 \times 5$ )

2

E = 20 pages

S = 50 pages



If she spend Economics 5 hours than  $(20 \times 5) = 100$  pages

If she spend sociology 5 hours than  $(50 \times 5) = 250$  pages

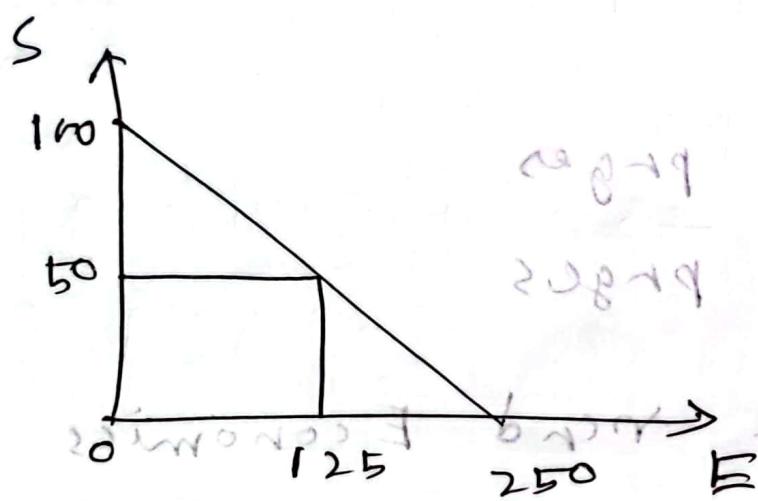
P.T.O.

If she decides to spend half of her time on them

then a student will choose

$$(20 \times 2.5) = 50 \text{ pages Economics}$$

$$(50 \times 2.5) = 125 \text{ pages Sociology}$$



Maru's PPF

S = Sociology  
E = Economics

ayng os = ( $\frac{1}{2} \times 50$ ) work

P.T.O.

~~a & b~~

To read 1 page of Sociology,  
she is giving up 2 pages of Economics

$$\frac{50}{20} = 2.5 \text{ pages of Economics}$$

For 100 pages,

$$\text{she gives } = (100 \times 2.5) \text{ pages of Economics}$$

This is ~~her~~ her opportunity cost.

P.T.O

3

She has an absolute advantage in typing but a comparative advantage in brain surgery, since her opportunity cost in brain surgery is low compared to the opportunity cost for other people.

P.T.O

2

Trade decisions based on comparative advantage between countries are always mutually beneficial.

Suppose 'A' makes 30 bags in an hour. 'B' makes 10 bags in an hour. 'A' has an absolute advantage. And 'B' has a comparative advantage.