



Managing Time, Stress and Crises

ASSESSMENT # 3

Total Marks: 30

Answer the following Questions:

1. Discuss the relationship between time management and the effective performance of individuals in an organization. 7
2. How managers use appropriate skills to resolve the conflicts? 5
3. How does the good diary management support effective time management? 6
4. How do you know when you are stressed? 6
5. "Time management is, in part, a tool for stress reduction." Discuss 6