



AMREF INTERNATIONAL UNIVERSITY
SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF HEALTH SYSTEMS MANAGEMENT AND DEVELOPMENT
BSC HEALTH SYSTEMS MANAGEMENT AND DEVELOPMENT
END OF TRIMESTER MAIN EXAMINATION
November – December, 2024

UNIT CODE: HMD 126

UNIT NAME: Principles of Time Management

DATE:

TIME: TWO HOURS

START:

END:

INSTRUCTIONS: ATTEMPT ALL QUESTIONS IN SECTION A AND ANY TWO QUESTIONS IN SECTION B.

SECTION A: SHORT ANSWER QUESTIONS. ANSWER ALL. (30 Marks)

1. Outline any Five reasons why Time Management is Important. (5 Marks)
2. We waste time due to factors beyond our control but also due to factors within our control.
 - i. Outline any 3 factors beyond our control that result in our wasting time? (3 Marks)
 - ii. State any 3 factors beyond our control that result in wasting time. (3 Marks)
3. Explain any five - Time Management Skills (5 Marks)
4. Outline 3 key things that Effective Time Management requires (3 Marks)

5. Outline any Five Mistakes that waste a lot of a manager's time (5 Marks)

6. Highlight Six tips for efficient Time Management. (6 Marks)

SECTION B: LONG ANSWER QUESTIONS. ANSWER ANY TWO. (40 Marks)

7. Effective Time Management is vital for providing high-quality healthcare because patients wait for less, colleagues and other health workers feel less job-related stress, and activities are completed quickly without interfering with the work of others.

i. Describe Five challenges faced by Health Systems Managers in managing their time effectively. (10 Marks)

ii. Discuss Five Time-saving Technological Tools available for Healthcare professionals. (10 Marks)

8. Planning is the process of setting goals and creating steps you can follow to achieve those goals.

Doing so helps guide you and makes it more likely that you reach success, which can be especially helpful if you are part of a company's management team.

Planning your time is an important element of Time Management. Planning increases productivity and effectiveness.

a. Describe Five ways in which a Planner can help a Healthcare Manager manage his/her Time better. (10 Marks)

b. Discuss the processes in which Strategic Planning helps with Time Management (10 Marks)

9. As a Health Systems Manager, your Head of the Institution has requested you to be a keynote speaker in a health system workers' Time Management Quad.

a. The Quad is also referred to as The Eisenhower Matrix
i. Explain the origin of the Quad (5 Marks)

ii. Discuss the importance of this Time Management Tool (15 Marks)