



**AMREF INTERNATIONAL UNIVERSITY  
SCHOOL OF PUBLIC HEALTH  
DEPARTMENT OF HEALTH SYSTEMS MANAGEMENT AND DEVELOPMENT  
BSC HEALTH SYSTEMS MANAGEMENT AND DEVELOPMENT  
END OF TRIMESTER EXAMINATION APRIL 2025**

**UNIT CODE: HMD 126**

**UNIT NAME: Principles of Time Management**

**DATE: 14<sup>th</sup> April 2025**

**TIME: Two Hours**

**START: 4h30 pm**

**END: 6h30 pm**

**INSTRUCTIONS:**

**ATTEMPT ALL QUESTIONS IN SECTION A**

**AND ANY TWO QUESTIONS IN SECTION B.**

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

1. 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 within our control that result in wasting time. (3 Marks)
2. Outline any Five Mistakes that waste a lot of a manager's time (5 Marks)
3. Outline any Five reasons why Time Management is Important. (5 Marks)
4. Explain any five - Time Management Skills (5 Marks)
5. Outline 3 key elements of Effective Time Management. (3 Marks)
6. Highlight Six tips for efficient Time Management. (6 Marks)

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

7. As a Health Systems Manager, the Head of the Institution has requested you to be a keynote speaker in a workers' Time Management Quad session.
  - 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 the Quad as a Time Management Tool (15 Marks)

8. Planning your time is an important element of Time Management.
- a. Describe Five ways a Planner can help a Healthcare Manager manage his/her Time (10 Marks)
  - b. Explain how strategic planning facilitates Time Management (10 Marks)
- 9.
- i. Describe Five challenges faced by Health Systems Managers in managing their time effectively. (10 Marks)
  - ii. Discuss five time-saving technological tools available to healthcare professionals. (10 Marks)

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