



**AMREF INTERNATIONAL UNIVERSITY  
SCHOOL OF PUBLIC HEALTH  
DEPARTMENT OF HEALTH SYSTEMS MANAGEMENT AND DEVELOPMENT  
BSC HEALTH SYSTEMS MANAGEMENT AND DEVELOPMENT  
END OF SEMESTER EXAMINATION  
January – April, 2026**

**UNIT CODE: HMD 126**

**UNIT NAME: Principles of Time Management**

**DATE: 7<sup>TH</sup> April 2026**

**TIME: TWO HOURS**

**START: 9:00AM**

**END: 11:00AM**

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

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

1. Explain any five Time Management Skills (5 Marks)
2. Outline any five mistakes that waste a lot of a manager's time (5 Marks)
3. 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)
4. Outline any five reasons why time management is important. (5 Marks)
5. Outline 3 key things that effective Time Management requires (3 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.
- i. Describe five challenges Health Systems Managers face in managing their time effectively. (10 Marks)
  - ii. Discuss Five Time-saving Technological Tools available for healthcare professionals. (10 Marks)
8. As a Health Systems Manager, the 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 as a Time Management tool (10 Marks)
    - ii. Discuss five importances of this Time Management Tool (10 Marks)
9. Planning your time is an essential element of Time Management.
- a. Describe five ways in which a Planner can help a Healthcare Manager manage his/her Time better. (10 Marks)
  - b. Explain:
    - i. Five steps/elements in Strategic Planning (5 Marks)
    - ii. Discuss five ways the above elements are applicable in Time Management (5 Marks)