



**AMREF INTERNATIONAL UNIVERSITY
SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF HEALTH SYSTEMS MANAGEMENT AND DEVELOPMENT
BSC HEALTH SYSTEMS MANAGEMENT AND DEVELOPMENT**

**END OF SEMESTER III EXAMINATION – SEPTEMBER - DECEMBER
2025**

UNIT CODE: HMD 126

UNIT NAME: PRINCIPLES OF TIME MANAGEMENT

DATE: DECEMBER 2025

TIME: TWO HOURS

START:

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

SECTION A: SHORT ANSWER QUESTIONS. ANSWER ALL. TOTAL 30 MARKS

1. Define the term Time Management. (2 Marks)
2. Explain any two approaches for assessing time usage (2 Marks)
3. Outline any three Steps that you can use to manage your time effectively. (3 Marks)
4. List any five Time Management Skills (5. Marks)
5. Outline three Steps to prioritize your Obligations (3 Marks)
6. List 10 common Time Management mistakes. (5 Marks)
7. Enumerate 5 factors beyond our control that make us waste time (5 Marks)

8. Enumerate 5 factors within our control that make us waste time (5 Marks)

SECTION B: LONG ANSWER QUESTIONS. 3 QUESTIONS.

ANSWER ANY TWO. (40 Marks)

1. 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 /Eisenhower Matrix.
 - a. Discuss ways in which you use the Eisenhower Matrix to promote efficiency in your workplace. (10 Marks).
 - b. Describe five challenges healthcare managers face in managing their time effectively. (10 Marks)
2. Work-Life Balance and Self-Care:
 - a. Explain what you understand by the concept of Work-Life Balance. (5 Marks)
 - b. Discuss any two actions you would take to achieve a positive balance between Work and Life (5 Marks)
 - c. Describe any four top causes of poor Work-Life Balance. (10 Marks)
3.
 - a. Discuss any five key tips in Time Management. (10 Marks)
 - b. Outline five reasons why Time Management is Important. (10 Marks)