

PUBA 302- Stress and Time Management.

Course Code: PUBA 302

Note: This assignment consists of four questions. You must answer a total of two questions in every assignment in about 1000-1500 words.

We expect you to attempt each question in logical manner in **own hand-writing**. You may attempt question in English or Hindi.

नोट: इस असाइनमेंट में चार प्रश्न हैं। आपको कुल दो प्रश्नों का उत्तर लगभग 1000-1500 शब्दों में देना होगा। हम आपसे अपेक्षा करते हैं कि आप प्रत्येक प्रश्न को अपनी हस्तलिपि में तार्किक ढंग से हल करें। आप अंग्रेजी या हिंदी में प्रश्न का प्रयास कर सकते हैं।

Assignment-1

Marks: 10 (5*2)

- Q.1. Define stress and discuss about its nature and symptoms.
- Q.2. Elaborate about the sources of stress i.e. environmental, social, physiological and psychological.
- Q.3 Write a note on workplace stress and its major causes.
- Q.4 Discuss about the effects of stress on health.

Assignment-2

Marks: 10 (5*2)

- Q.1 Elaborate about the time management and its concepts.
- Q.2 Explain about the distraction at workplace and waste of time.
- Q.3 Differentiate between time saver and time waster in detail.
- Q.4 What are the effects of poor time management on job performance? Discuss.

Assignment-3

Marks: 10 (5*2)

- Q.1 Discuss about the effective methods and approaches to manage stress.
- Q.2 Write a note on self awareness and motivation.
- Q.3 What are the challenges in effective time management?
- Q.4 Discuss about the methods; Yoga, Meditation, Relaxation Techniques.