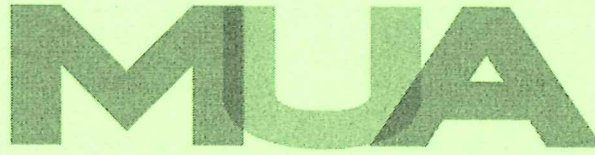


The
Management
University
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CERTIFICATE UNIVERSITY EXAMINATIONS

SCHOOL OF MANAGEMENT AND LEADERSHIP

BRIDGING CERTIFICATE

FCC 103: SELF-MANAGEMENT

DATE: 31ST MARCH 2025

DURATION: 2 HOURS

MAXIMUM MARKS: 70

INSTRUCTIONS:

1. Write your registration number on the answer booklet.
2. **DO NOT** write on this question paper.
3. This paper contains **SIX (6)** questions.
4. Question **ONE** is compulsory.
5. Answer any other **FOUR** questions.
6. Question **ONE** carries **30 MARKS** and the rest carry **10 MARKS** each.
7. Write all your answers in the Examination answer booklet provided.

QUESTION ONE

Read the Case Study below carefully and answer the questions that follow:

Anika is a recent college graduate with a burning passion for sustainable fashion. She dreams of launching her own eco-friendly clothing line. However, she's also juggling a part-time job to pay the bills, a demanding family, and the general anxieties of starting a business.

Anika's self-management skills are crucial for her success. She sets clear, measurable goals. Short-term, Research ethical suppliers, create a business plan outline, design 5 initial clothing pieces. Long-term, secure funding, launch online store, build brand awareness. She breaks these down into smaller tasks, using a planner and digital tools to stay organized. She allocates specific times for work on her business, treating it like a second job.

Anika faces many temptations to procrastinate. ~~Phone~~ e-watching shows, social media distractions, and the urge to socialize with friends all pull at her attention. She combats this by time boxing, this is allocating specific blocks of time for work, and setting alarms to stay on track.

Eliminating distractions, turning off notifications, working in a quiet space, rewarding herself when she completes a task, she allows herself a short break or treat.

Stress Management

The pressure of her various commitments takes a toll. Anika experiences, Difficulty falling asleep, waking up in the night. Worrying about finances, the success of her business. Feeling snappy with family and friends.

She proactively incorporates stress management techniques, practicing daily meditation to calm her mind. Going for runs or hitting the gym to release tension. Talking to a mentor and friends for encouragement and advice.

In Decision-Making Anika faces numerous decisions, both big and small. Balancing cost, ethical practices, and quality. Deciding on target audience, advertising channels. Determining startup costs, pricing her products.

Required:

- a) Anika has challenges in balancing multiple commitments. Describe the strategies you use to manage your own time and priorities? **(5 Marks)**
- b) Highlight the potential consequences of neglecting stress management, especially for someone like Anika who is juggling multiple responsibilities? **(5 Marks)**
- c) Anika makes several important decisions in her business venture. Discuss the decision making process? **(10 Marks)**
- d) Describe at least Five stress symptoms illustrated in the case study **(10 Marks)**

QUESTION TWO

- a) You're a consultant tasked with helping a client define and achieve their goals. Explain the SMART goal-setting framework, outlining each component **(5 Marks)**
- b) A university student is struggling to balance their academic workload with the numerous distractions of campus life. Describe five distinct strategies the student could employ to effectively manage common time-wasters and improve their study habits. **(5 Marks)**

QUESTION THREE

There isn't a single unified "theory" of time management, but rather a collection of principles and techniques that help individuals manage their time effectively. List Five key theories in time management **(10 Marks)**

QUESTION FOUR

- a) List Five causes of stress to a college student and give tips on how the stress can be managed **(5 Marks)**
- b) Identify at least five key components of self-management. **(5 Marks)**

QUESTION FIVE

- a) Highlight five coping mechanisms in self-management (5 Marks)
- b) Discuss Resource Management core concepts, expounding on time, people and finances as resources (5 Marks)

QUESTION SIX

Discuss reading skills necessary for academic success (10 Marks)