

Chapter-2

Art of Examination Sitting

a) Examination Philosophy

Professional examinations aim:

To ensure that examinees have attained the essential knowledge on the subject studied and can apply such learned concepts, techniques and tools to a real situation – enabling them to go to next level or obtain the certificate. The examination involves the comprehensive testing or assessment of relevant topics, keeping in view the syllabi. Breadth and depth of knowledge of examinees are measured. The examination specially of accounting and finance papers emphasise the interrelationships among topics since these subjects expect examinees to understand, interpret, analyse and present solution to a number of problems. A pass in the examination means that students have gained not only necessary technical knowledge, it also means students have developed skills of time management, organising and summarising data, report writing, communication with others and identifying and solving problems.

b) Precautions

- Please ensure timely submission of examination form and fee and check the particulars of Admit Cards for any discrepancy.
- You must possess and be ready to produce on demand your Identity Card, Student Registration Card and Roll Number Slip issued by the Institute, failing which you may not be allowed to sit the examination.
- Make sure that you receive the appropriate question paper and record your Roll Number and Registration Number on answer scripts and supplementary sheet and use only fountain pen or ballpoint with blue or black ink.
- Start the answer of every question and sub question from the next page exactly in the manner instructions printed in the paper. Amendments and corrections may be accepted only if announced officially by the Examination Supervisor or any other appropriate authority at the Examination Centre, without any arguments.

c) Read the paper

- Read the question paper carefully once with vertical glance not exceeding five minutes. It helps you to get an idea about the style and structure of the paper and its main topics.
- Note marks distribution of each question in a given paper.

- **Interpret the Question**

Answer what is asked for and not what you know. One may write many pages, but if it is not relevant to the question, you will not get any mark.

- **Note easiest one to you**

Some of you get panicky while glancing through a paper for the first time. Instead, you should settle down, read and understand the questions carefully and then start by answering the easiest question first, so as to feel self-confident.

- Don't work so fast that you start making careless errors.

- Underline the key words in the question.

- Read the paper once again for better and enhanced understanding.

- Read the requirements of the question carefully i.e. what is asked? Half the answer is replied if you exactly find out "what is required?"

d) **Allocate Reasonable Time:** Allocation of time to question according to the marks allocated is important, so do not miss it.

- The time spent on a question should be in proportion to the marks allotted for it. Marks for a question bear a close relationship to the time needed for producing an appropriate answer. You must read carefully instructions given in the examination paper and then start attempting the paper within the allowed time frame.

- If you discover that the stipulated time for a particular question is running out, it would be fruitful to adopt the following tactics:

i) If it is a numerical answer, do not bother to work out the answer. The examiner will take note of your logical layout, i.e. formula or equation etc and can judge that the examinee understands the question.

ii) In an essay answer, if the time is running out, you should make the best use of the situation by listing salient and relevant points in a note or bullet form.

- Whole/sub part ~ time be allotted carefully.

- Required time ~ Actual time spent should be known.

- Research Time ~ Find out variation and adjust time allocation strategy accordingly.

e) Sequence the Questions

- Attempt easiest question FIRST.
- Make mental Tree ~ for producing logical answers.
- Jot down points/sub points on a rough sheet provided.
- Match question requirements to your possessed knowledge.
- Try to adjust your answer by developing the answer in your simple and understandable language.
- In some questions if you feel that the information supplied is inadequate or incomplete or in error, you can make assumptions and proceed to solve the problems accordingly. It is, however, necessary that assumption is clearly stated and maintained consistently throughout in answering to such questions.
- Do not reproduce questions on the script which are not required and result in wastage of time. Writing the question number as given in the paper is sufficient to identify the question. In case of objective type of questions, the requirement of the question should be fulfilled.
- Do not attempt extra question(s) than required. Examinees are informed that whenever they attempt extra questions than required, they will certainly lose marks because examiners ignore the best (marks) answer and total the remaining questions' marks. So examinees are warned to be careful while attempting a paper; be sure to attempt only required number of questions (answers), otherwise you will be punished by awarding reduced marks.

f) Enhance Presentation

Remember marks are allotted for good presentation of your answers. You may plan your reply keeping in mind the following features:

- **Handwriting:** Make an effort to keep your handwriting legible. The examiner will be aware that you are working quickly and under pressure and that you cannot be expected to write as carefully as you otherwise would. However, if your script is messy and unclear, the examiner may

not be able to credit you with the marks to which you are entitled, simply because examiner cannot read your script.

- Logical flow/sequence/order of the facts and figures will enhance the quality of answers.
- Heading/Sub Headings of subjects and sub-topics, numbering, spacing, underlining etc.
- Schedules/Tables related data, Calculations, Formulae etc ~ should be properly checked and aligned to avoid mistakes.
- Use marks/sign or symbols where appropriate.
- Use graphics, charts, and visuals.
- Quote or reference/citation would make the answer authentic.
- Make answer script's appropriate look through adequate margins, headers and bottom.

g) Review the Script

Before handing over the answer script to invigilator, make sure to review the script page to page and point by point question-wise, locating missing para or data, topics or formulae etc., and immediately remove the deficiency.

Chapter-3

Build Professional Attitude

a) **IFAC – Guidelines for Accountants** ~ IFAC identifies basic knowledge and skills essential for professional competency. These are discussed below :

I. **Knowledge :**

The knowledge that individuals must gain prior to qualification falls into four categories:

i) **General Knowledge**

A habit of reading newspapers regularly and other books in the leisure hours helps in greatly enhancing your general knowledge. This foundation greatly helps you in your interaction with diverse groups of people, and lead you and your professional growth.

ii) **Organisational and Business Knowledge**

Organisational and business knowledge provides the context in which professional accountants work. A broad knowledge of business, government, and non-profit organisations, how they are organised, financed, and managed, and the global environment in which they operate is essential to the functioning as professional accountant.

iii) **Information Technology Knowledge**

Information technology has transformed the role of the professional accountant. The professional accountant not only must use and evaluate information systems, but also must play an important role in the design and management of such systems.

iv) **Accounting Knowledge**

Accounting knowledge provides the strong technical background essential to a successful career as a professional accountant.

II. **Skills :**

Skills enable the professional accountant to make successful application of the knowledge gained through education. They are not usually acquired from specific courses devoted to them but from the total effect of the educational program and professional experience. The skills that the individual must acquire are :

i) **Intellectual Skills**

Intellectual skills enable a professional accountant to solve problems, make decisions, and exercise good judgement in complex organisational situations. Capabilities that collectively comprise an individual's intellectual skills are:

- The capacity for inquiry, research, abstract logical thinking, probing inductive and deductive reasoning and critical analysis;
- The ability to identify and solve unstructured problems in unfamiliar settings and to apply problem-solving skills;
- The ability to select and assign priorities within restricted resources and to organise work to meet the tight deadlines;
- The ability to adapt to change.
- The ability of leadership.

ii) **Interpersonal Skills**

Interpersonal skills enable professional accountants to work with others for the common good of the organisation. The components of interpersonal skills are:

- The ability to work with others in a consultative process, particularly in groups, to organise and delegate tasks, to motivate and develop people, to withstand and resolve conflicts, and, at appropriate times, to lead them;
- The ability to interact with culturally and intellectually diverse people;
- The ability to negotiate acceptable solutions and agreements in professional situations; and
- The ability to work effectively in a cross-cultural setting.

iii) **Communication skills**

Communication skills enable the professional accountant to receive and transmit information, form reasoned judgements, and make decisions effectively. The components of communications skills are :

- the ability to present, discuss, and defend views effectively with confidence through formal and informal, written and spoken, language;
- the ability to listen and read effectively, including a sensitivity to cultural and language differences; and
- the ability to locate, obtain, organise, report, and use information from human, print, and electronic sources.

b) Students Grooming

The program of education and experience must provide potential professional accountants with a framework of professional values for exercising good judgement and for acting in an ethical manner that is in the best interest of society and the profession.

Professional values comprise the attitudes that identify professional accountants as members of a profession. They are essential to making a continuing contribution to the development of the profession and the society in which it operates. The attributes which collectively constitute the values and attitudes of professional accountants are:

- A commitment to act with integrity and objectivity and to be independent under applicable professional standards.
- A knowledge of the standards of professional ethics of the member body to which an individual belongs.
- A concern for the public interest and sensitivity to social responsibilities.
- A commitment to lifelong learning.

To achieve these ends, students are advised to participate in and contribute to (CPE) Continuing Professional Education activities; workshops, seminars, writing articles, delivering lectures and other professional activities. Specific tips are discussed below:

- Find out and attend seminar and lectures on Communication Skills.
- Attend, if you can afford personality grooming workshop from leading trainers.
- Surf the net (Internet) for information on grooming, interpersonal skills and adopt them.
- Adhere to formal dress at work and in the classroom.
- Build clean habits.
- Participate in competitions.
- Share your time with welfare organisations voluntarily.

c) ICMAP Premium Programmes

Your Institute offers numerous avenues, occasions and programmes to explore your potential and harness your professional skills. Amongst them are well organised Student Conference at three major centres, student section in Management Accountant Journal and other programmes being organised by branch councils and centres. You are advised to participate in extra-curricular activities as organised by the Centre.

d) **Post - Examination Evaluation**

- Do not discuss your paper performance at Examination Premises at the end; it will disturb you, if your answers are found different from others. This will effect your remaining exams.
- Wait for all exams to end.
- When you have been through all papers take one-day rest.
- Take up each paper turn by turn.
- Try to solve it without any help (key, friend, tutor etc.).
- After solving the paper discuss it with your tutor or colleagues.
- See any variation.
- Identify your mistakes.
- Note down and make corrections and improvement.
- Practice and review them again.
- You may grade your paper.
- And wait for the result!
- Must READ Examiners' Comments available on website and Institute's Journal after the result.

e) **How to approach for an examination problem or query**

Many students hurriedly and without proper thinking approach various quarters of the Institute to get answers to their queries. This action is a sheer waste of their time and energy and of course of the institute. Students are advised to follow the guidelines as below:

- **For Result ~** Announcement is made through newspapers, notice board, website, Institute's Journal etc. Individual result sheet is also mailed to examinees' designated address.
- **For Grade Sheet ~** Fill up application form and deposit prescribed payment Normal(one week) Rs. 100; Urgent (24 hours) Rs. 500 and submit to the Education Department
- **For Change of address –** Submit hand written or typed application. Acknowledge as soon as changes are made and referred to you for correction in case of deficiency.
- **Registration Number –** Always quote your registration number whenever you communicate to the Institute specially when using email. No response shall be given to queries without quoting registration number.
- **Scrutiny of Answer Scripts–** As per Para 4.7.4(b) of Students' Career Pack "The Institute does not enter into any correspondence with students as to the reasons for failure or retotalling of examinees answer script. So do not waste your time in unnecessary correspondence. Your Institute has a well-tested computerized program for processing examination result. The program has quite effective checks and there is least involvement of

human hands. Please rest assure that the Institute takes all possible measures to make the examination result error-free. We are fully conscious that the students work very hard and they expect an apt reward.

- Syllabus related issues – Make your request to Director Education.
- Classes / Correspondence query – Make your request to Director Education.

f) **Spiritual Help – Continuously Before/After Examination**

Awake your spiritual sense, no matter what the circumstances are. It is always a precursor to future greatness and yet the result will bring harmony and balance to all other aspects of your life.

Some of the steps for awakening your spiritual side are:

- Always be thankful to ALLAH (God)
- Set spiritual goal in life.
- Look for a spiritual guide.
- Serve the humanity.

For Muslims, regular prayer (nimaz) and Dua always pay back and person gains more purity, punctuality and clean habits in life. Dua builds confidence and foster desired belief system.

Chapter- 4

Mind Tools and Techniques

a) **Psychology of Success (tips) ~ Positive affirmation to yourself.**

- You can do it and better than others in any examination.
- Stimulate courage and resolve to improve your memory now, do not postpone for next day.
- Get rid of an inferiority complex that your "mind is weak" and you are below average etc. Intelligence is 90% diligence. Create a habit of hard work, you will feel that your mind is sharp.
- Find out your specific memory problem such as inability to remember figures, history, and formula and try to focus on the reasons. May be in your examination you forget answer because you must have learned it by rote without understanding the concepts and logic of the subject. Simultaneously reviews will make your memory sharp.
- Remember that the capacity of your mind is almost infinite – mind never sleeps; it does not exhaust – it is your energy or physical strain on eyes, back, shoulder etc. that may confuse you to think your brain has exhausted.
- **A week before the exam:** Concentrate on keeping your normal eating, sleeping and exercise patterns. This will help with both physical and mental stress before and during the exam.
- **The day before the exam:** Find the exam location and familiarise yourself with the area. If an overnight stay is required, arrive early allowing yourself plenty of time for a good meal and restful night of sleep. Set out examination kit, admit card, pen, calculator, watch, pencils, erasers, a night before the examination.
- **The day of the exam:** Eat lightly and take sweets or toffee with you for quick energy. Arrive early. Don't risk stressing yourself out and/or being late for the exam because of a traffic jam or other delays. Minimise pre-exam conversation with friends and classmates.
- **After the exam:** Avoid discussing the exam answers with other candidates. "Some one is sure to disagree with your answer, and if you are easily influenced by his or her reasoning, you can become

doubtful of your own ability. Wait and analyse the entire exam yourself after it's all over".

b) Improving Memory

• Concentration

- Avoid outer obstruction - of environment, noise, inadequate illumination, human interference, sitting chairs awkward position, uncomfortable clothing etc.
- Avoid inner obstruction – eliminate worries, conflict, stress, be happy, confident, and enjoy study.
- Create interest in the study – take up those topics first, which you like most, use imagination of success and learning, convince your mind to accept the reality.

• Order your mind to remember

How you expect to remember a thing, which you did not pay attention to and note, in other words did not consider worth remembering in the first place? So order your mind to remember whatever you study for the exams.

• Be confident

Is confident by making positive affirmation – i.e. the statement you loudly saying concentrating your mind as an optimistic person? Here you may say, "I will pass all papers definitely in my forthcoming exams". And repeat it several times in a day. Do the following:

- Stand up – it energise you.
- Firmly touch your chest with your Index and centre fingers while making the affirmation.➤

• Take help from background/context

We do not read words, sentences or text in isolation, but within a given context and background which make the words meaningful. Since normally in life we do not experience any thing in isolation; mind forgets isolated facts in no time. To keep it in mind we must give it the necessary context.

• Create your own format – visual, symmetry

Mind has its own language and preferences and to remember something we must put our information in the format most suitable for

the mind. A few of them are – symmetry, linkage, interesting, concrete, emotional, and visual etc.

- **Grasp entire subject understanding**

We have seen that our mind stores the information in holograms that is as a whole. It is, therefore, easy to remember something if we understand the whole of it and can see it as a whole in our mind's eye.

- **Break the topic into sub-topics**

To understand and remember the organisational structure of a company we may draw its hierarchy chart, to understand an assembly line process we may draw its flow chart. To memorise a lengthy material we may sub-divide it into various Headings and Sub-Headings. Read a sub-heading/paragraph thoroughly and note down the point that has been stressed.

- **Make a mapping (mind) – Make notes in your own words :**

Write only headings and important points. It would be a better idea instead of using linear line by line note making you use the practice called "Mind-Mapping". In it, notes are made resembling schematic diagrams but not exactly planned like them. From a central point branches are drawn in different directions which represent main points. Further sub-branching may represent sub-points. The Map may not look very presentable but it is a great help in remembering.

c) Quick Memory Tips

- **Tape lists and formulas** to your bathroom mirror. Sometime throughout the day you will be standing at the mirror, washing your face or brushing your teeth. As you complete your daily hygiene, read the list, repeats the formula, and stare at the information.

- **Say it out loud!** Your brain likes the sound of your voice. Repeat the concepts out loud. The concept will then be reinforced.

- **Walk around** the house, ask yourself questions, and answer them out loud. You can't fake it. Either you know the material or you do not. You must be able to state the facts without reference to your notecards, review text, or lists. Prove to yourself that you can do this.

- **Classify the Information** into categories. For example, all liabilities are valued at net present value. Therefore the computations for a bonds payable and a lease payable involve the same concept of net present value.

Reference material – useful sources and support for acquiring techniques of examination and personal grooming.

a) Books

- i) www.amazon.com - World's largest on-line Book Store.
- ii) Shakra-e-Zindagi Per Kamyabi Ka Safar by Mr. M. Bashir Juma
 - Fazleesons (Pvt) Ltd.
 - Urdu Bazar, Karachi
 - fazlee@cyber.net.pk
- iii) Beyond Time Management : Business with purpose by Robert J. Wright (amazon.com)

b) Magazines

All periodicals on accountancy and management available in ICMAP Libraries particularly of ICMAP, ICAP, CIMA (U.K.), SMA (Canada) and IMA (USA).

c) Web-sites

Surf the net to reach global sites of universities, accounting bodies and consulting Institutes through search engines like ask.com, google.com, yahoo.com, alta-vista.com etc.

d) Institutions

- i) Group studies are highly recommended for professional examinations. ICMAP Centres are designed and equipped in such a way as to provide students with spacious libraries facility and study area. Facility is extended on holidays also. The timings are from 09:00 am to 10:00 pm daily. At Karachi, Lahore and Islamabad ICMAP libraries are air-conditioned, providing healthier environment to the students. New and latest recommended books and magazines have been updated regularly.

Following are some of the institutes which provide professional development courses:

- ii) The Institute of Mind Sciences
E-mail:
- iii) Power Programming Centre
112 – B, Main Gulberg Road, Lahore Tel: 042-5751231
- iv) Pakistan Institute of Management
Tel # KHI – 021-5833556/9
- v) Institute of Safety and Human Factors
Tel: 021-5821355, 021-5821366 Fax: 021-5820924

e) Important Libraries of the City.

Karachi	Lahore
<ul style="list-style-type: none"> Defence Library Phone No. 021-5888859 	<ul style="list-style-type: none"> Metropolitan Library, outside Dehli Gate Shah Muhammad Ghous Collection 21,029 Volumes, Journal 29
<ul style="list-style-type: none"> Liaquat Memorial Library Phone No. 021-9230117 	<ul style="list-style-type: none"> Pakistan National Centre Library Phone No. 042-62269 Collection 21,771 Volumes
<ul style="list-style-type: none"> Taimuria Library, North Nazimabad Phone No. 021-6677103 	<ul style="list-style-type: none"> Quaid-e-Azam Library Bagh-e-Jinnah Phone No. 042-6304920 Collection 91,000 Volumes Journals 337
<ul style="list-style-type: none"> Allama Shabbir Ahmed Usmani Library Phone No. 021-612067 Collection 25,072 Volumes 	<ul style="list-style-type: none"> S. O. S. Library, Ferozepur Road, Phone No. 042-6304920
<ul style="list-style-type: none"> Central Library, Korangi, Korangi # 5 Collection: 12,545 Volumes 	
<ul style="list-style-type: none"> Rangoon Wala Hall Library Phone No. 021-4938146 	

Islamabad

- i) F. G. Commerce College for Men – Library
Sector H-8, Islamabad
Phone 051-8854310
Collection = 16000 Volumes
- ii) F. G. College for Women - Library
Sector F-7/2, Islamabad
Phone 051-8810395-8821577
Collection = 30,320 Volumes
- iii) Allama Iqbal Open University - Library
Sector H-8, Islamabad.
- iv) Quaid-e-Azam University - Library
- vi) National Constitution Library of Pakistan
Constitution Avenue, Islamabad
Phone 051-9214523
Collection = 130,000 Volumes
Journals = 772
News papers = 132
- vi) Islamabad Public Library
Block 5-B, Markaz F-6,
Super Market, Islamabad.
Phone 051-9221382
Collection = 32000 Volumes

Chapter- 6

Sound Health Tips

The general rules of health, diet and the different ways of applying them should be carefully followed if you want to maintain physical and mental fitness that is essential to success and happiness. You must so live your life that your body remains well-fuelled machine, and you must treat this delicate machinery with the same care as you would do for a gold watch. Fussiness is, of course, not recommended but you can, without being fussy, see that your body and its functions are properly maintained, so that they are more responsive to the messages from the "control room" – the brain.

a) Dietary Tips

- Develop sound and healthy eating habits.
- Eat a bit less than your usual quantity.
- Eat plenty of fresh fruits and vegetables.
- Eat slowly and masticate your food thoroughly.
- Avoid using any type of pills (medicine) to regulate your sleeping habit.

If you act on these points you will feel a continuous improvement in health. Of course, improvement is bound to be gradual, for there may be the effects of many years of bad habits to be overcome. Nevertheless, to attain vibrant fitness will be a great asset in becoming happy and successful in life and your career.

b) Proper Rest

You must rest sufficiently, taking about eight hours' sleep every night; sleep with your window open, except, of course, in foggy weather. Get plenty of fresh air.

c) Exercise

A balanced diet should always be accompanied by exercise. Exercise is a must – it keeps you fit and healthy. It helps improve the functioning of the organs and glands by improving blood circulation. It enhances the flexibility of joints, including the spine. A certain amount of daily exercise: walking is the most natural and is very beneficial. A daily lukewarm bath is soothing to the nerves. While studying take five minutes rest after every hour. Here are two exercises help you reduce your stress levels and improve your blood circulation, during studies:

i) **Neck Exercises:**

- Drop your head forward and let it be for two seconds. Hold it and then bend backward for two seconds. Do this three times.
- Turn your head to the right. Hold it for two seconds. Turn your head to the left and hold for two seconds. Do this three times.
- Drop your head sideways towards your right shoulder. Hold it for two seconds. Repeat the same for the left side. Do this three times.

ii) **Eye Exercises:**

- Close your eyes tightly. Squeeze them such that the eye muscles contract (be careful not to put excessive pressure). Hold them for three seconds then let them lose. Repeat quickly. This is best for people who read a lot or who sit at the computer frequently. TV watchers may also take note.
- Cup the palms of your hands and put them gently over your eyes – eyes should be closed. Stay in this position for one minute and then let go (un-cup your hands and open your eyes). Do this as frequently as you like.
- One relaxation method that releases stress immediately – your jaw muscles relax, your eyes become brighter, your voice changes – it becomes light and happy – “Laughter”. Watch funny movies, crack jokes, and interact with people you like – people who make you laugh and people who bring out your wit. Take out some time for yourself, relax and take small tea breaks. Don't think of leisure as a waste of time. You will see that if you take some time off from study and allow yourself sufficient time to recharge your batteries, you will be far more productive. After all, “All work and no play makes Jack a dull and boring boy”.
- You are advised to identify your study or Exam Stress level during each month (appendix “A”). This will help you release unnecessary stress hampering your studies.

iii) **Health Affirmations:** A great help for motivating yourself. Say it often – especially before, during and after exercise – such as:

- I am responsible for my good health.
- My daily habits create my good health.
- I am vibrantly healthy in spirit, mind and body.
- I am totally well and staying that way all the days of my life!
- I feel totally alive and inspire others to feel the same way!

And other similar positive affirmation statement in your MOTHER TONGUE may help you achieve your desired goals.

d) Meditation

Besides physical exercise and concentration you should learn and practice at least one or two technique(s) of meditation to improve your health, memory and learning.

- One such method is "Breathing Exercise" to release the stress and anxiety or depression to a great extent.
- Others are – Neuro –linguistic Programming (NLP), Reiki, Hypnosis, Colour Therapy, Aromatherapy, Acupressure etc.

For details consult experts or authority on the techniques only (see chapter on support/resources).

Stress Identifier Table:

SYMPTOMS	REGULARLY	SOME TIMES	RARELY
Lying awake at night worrying about work or waking with disturbing dreams.			
Overreacting to minor problems with anger, anxiety, hurt feelings and/or frequent crying			
Overeating or a decline in appetite			
Increased use of alcohol or tobacco			
Long periods of boredom			
Unable to let go of tension easily; difficulty in relaxing, even in quiet moments, or finding that there is no time to relax			
Exhibiting a drop in performance at work			
Having difficulty setting priorities or making decisions			
An increase in the occurrence of any of the following: headaches, digestive problems, aching neck or back, breathing problems, heart palpitations, teeth grinding, muscle spasms, or a worsening of skin conditions such as acne, eczema, or psoriasis			
A greater susceptibility to colds or flu			
An unreasonably anxious need to improve performance at work, or unreasonable worry over seeking higher pay promotion			
A frequent desire to consult outside professional help, be it from your doctor, your vicar, priest or minister, or from counselling agencies			
Needing a great deal of personal support from friends and family, often more than they are willing or able to give			
Feeling rushed or that there is not enough time to get everything finished			
TOTAL			

Results

11 – 25: UNSTRESSED

Suggests that there is not much stress in your life, or, which is more likely, that you deal with it very effectively when it does occur. You should probably keep on doing what you are doing as it works for you.

26 – 35: MILDLY STRESSED

Points to your experiencing high levels of stress at certain times, but that the feelings subside after a while. If you score 30 or over you would probably benefit from embarking on a program of stress relief and relaxation.

36 OR MORE: HIGHLY STRESSED

Indicates that your life has more than its fair share of stress, and that you are not coping with it very well. You should immediately reflect on your lifestyle and take action to make it more manageable and less stressful.

RATING: - The scoring goes as follows:

If the symptoms occur "regularly" give yourself a score of 3; if "sometimes", a score of 2, and if "rarely" a score of 1. At the end add up your scores to see where you stand. If you are under stress these tests will help you to find out the probable causes of your stress, its degree and level and alarm you to pay attention towards managing the stress.

(Source: Self Healing Techniques for Stress, Anxiety and Depression by Ms. Aliya Aftab)

a) Time Management Analysis Chart

Time	What	Analysis			Time	What	Analysis		
		1	2	3			1	2	3
8.00					12.15				
8.15					12.30				
8.30					12.45				
8.45					1.00				
9.00					1.30				
9.15					1.45				
9.30					2.00				
9.45					2.15				
10.00					2.30				
10.15					2.45				
10.30					3.00				
10.45					3.15				
11.00					3.30				
11.15					3.45				
11.30					4.00				
11.45					4.15				
12.00					4.30				

Analysis

- A1 You did the right thing at the right time
 A2 You did the right thing but at the wrong time
 A3 You did the wrong thing (some thing that did not have to be done at all)

SCORING: -

You are to plot A₁, A₂ or A₃ against the time indicated and total at the end. For instance you mark 20 times "A₁" which means during 8:00 am to 4:30 pm you actually worked five hours the right thing at the right time (15 minutes x 20 = 300 minutes ÷ 60).

(Source: Shahra-e-Zindagi Per Kamyabi Ka Safar by Mr. M. Bashir Juma)