

Subject Code: 1CM1010432

Subject Title: TIME MANAGEMENT

Course Objective: Articulate your goals, analyze how you are currently allocating your most precious resources: energy and time, identify elements of your personal work style that contribute to your effective use of time, assemble a collection of time-management tools and strategies that you can use to take control of your time, create an action plan for your time-management process and identify ways to evaluate and improve your efforts.

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)		
Lecture	Tutorial	Practical	Credit	University Assessment	Institutional Assessment	Total
3	-	-	3	70	30	100

Subject Contents

Sr. No	Topic	Total Hours	Weight (%)
1	Defining Goals <ul style="list-style-type: none"> ▪ Define Time Management ▪ Describe Your Dreams ▪ Identify Regrets ▪ Articulate Goals 	9	25%
2	Analyzing Energy Allocation <ul style="list-style-type: none"> ▪ Identify How Energy Is Spent ▪ Analyze Tasks ▪ Analyze Time Usage ▪ Analyze Energy Flow 	9	25%
3	Identifying Personal Style <ul style="list-style-type: none"> ▪ Review a Successful Day or Project ▪ Analyze Your Preferences ▪ Identify Personal Strengths ▪ Identify Personal Motivators ▪ Reduce Time Wasters 	9	25%
4	Assembling the Toolbox <ul style="list-style-type: none"> ▪ Negotiate for Success ▪ Delegate Tasks ▪ Choose Tools that Work for You Creating an Action Plan <ul style="list-style-type: none"> ▪ Create the Action Plan ▪ Evaluate the Time-Management Process 	9	25%

Reference Books:

1. SAP HR, Time Management by P.K Agrawal: Himalaya Publishing House
2. Towards Effective Management Pathways to Excellence, by Dr KrishnaMohan Mathur
3. Time Management: Reuben Ray; Himayalya Publishing House; 2009
4. Time Management from the inside out: by Julie Morgenstern