

Subject Code: 2CM1010432	Subject Title: Time Management
	COURSE TYPE : SOFT SKILLS

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 - Define Time Management - Describe Your Dreams - Identify Regrets - Articulate Goals	9	25%
2	Analyzing Energy Allocation - Identify How Energy Is Spent - Analyze Tasks - Analyze Time Usage - Analyze Energy Flow	9	25%
3	Identifying Personal Style - Review a Successful Day or Project - Analyze Your Preferences - Identify Personal Strengths - Identify Personal Motivators - Reduce Time Wasters	9	25%
4	Assembling the Toolbox - Negotiate for Success - Delegate Tasks - Choose Tools that Work for You Creating an Action Plan - 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