



B.COM. SEMESTER – 1

6	SEC 1	TIME MANAGEMENT
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Name of the Course: **Time Management**
 Course credit: **02**
 Teaching Hours: **30 (Hours)**
 Total marks: **50**

Objectives:

The Course is designed to understand the importance of Time Management in real life.

Learning Outcomes:

After completion of the course, learners will be able to:

1. Identify the importance of Time Management;
2. Identify and record their personal goals and priorities;
3. Plan their schedules effectively and understand and apply the basic principles of productivity to their own life;
4. Enumerate Time wasters;
5. Identify procrastination signs & tackle it.

PARTICULAR	NO. OF LECTURES
UNIT NO. 1 : INTRODUCTION	
Meaning, characteristics, objectives of Time Management, Significance of Time Management, Ingredients of Time, Basic principles.	10
UNIT NO. 2 : TIME WASTERS	
Introduction, Meaning, Office environment, Meetings – Telephone calls, Visitors – Poor delegation, Inability to say “No”, Internet – Televisions, Emotional blocks to Time Management.	10
UNIT NO. 3 : TIME MANAGEMENT TOOLS	
Ways to overcome Time Wasters, Planning Components and Time Management – objective, policy, programmes, schedule, strategies, TIME TECH System, Budget – best tools for Time Management, How to save time? Application of Time Management: Learning Time Management, Practical Experience and games on; Goal Setting, Prioritizing, Weekly plan, Creative Time Management ideas.	10
Total Lectures/Hours	30

Suggested Readings:

1. The seven habits of effective people by Stephen R. Covey Simon , Schuster Publishers,1990
2. Managing Time for a Competitive Edge by Bharti R.L. , S.Chand
3. Graham Roberts- Phelps, Handbook of Time Management Working Smarter, New Delhi, Crest Publishing Huuse,2003
4. Dr. Jan Yager, Creative Time Management for the New Millennium, Mumbai, Jaico Publishing,2001
5. Gary kroehnert, Taming Time, New Delhi, Tata McGraw Hill Publishing Company Ltd,2004

Note: Learners are advised to use latest edition of text/reference books

