

SARDAR PATEL UNIVERSITY
Programme: BBA (GENERAL)
Semester: II
Syllabus with effect from: DECEMBER 2018

Paper Code: UM02SBBA22	Total Credit: 3
Title Of Paper: TIME MANAGEMENT	

Unit	Description in detail	Weighting (%)
1	Introduction to Time Management Meaning, characteristics, objectives of Time Management Significance of Time Management Ingredients of Time Basic principles	25 %
2	Typical Time Wasters Office environment Meetings – Telephone calls Visitors – Poor delegation Inability to say “No” Internet – Televisions Emotional blocks to Time Management	25 %
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	25 %
4	Application of Time Management Learning Time Management Practical Experience and games on; Goal Setting Prioritizing Weekly plan Creative Time Management ideas	25 %

Basic Text & Reference Books

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