

**SARDAR PATEL UNIVERSITY**  
**Programme: BBA (GENERAL)**  
**Semester: II**  
**Syllabus with Effect from: Nov./Dec., 2019**

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| <b>Paper Code: UM02SBBA52</b>          | <b>Total Credit: 3</b> |
| <b>Title Of Paper: TIME MANAGEMENT</b> |                        |

| <b>Unit</b> | <b>Description in detail</b>  | <b>Weighting (%)</b> |
|-------------|---|----------------------|
| <b>1</b>    | <b>Introduction to Time Management</b><br>Meaning, characteristics, objectives of Time Management<br>Significance of Time Management<br>Ingredients of Time<br>Basic principles   | <b>25 %</b>          |
| <b>2</b>    | <b>Typical Time Wasters</b><br>Office environment<br>Meetings – Telephone calls<br>Visitors – Poor delegation<br>Inability to say “No”<br>Internet – Televisions<br>Emotional blocks to Time Management                       | <b>25 %</b>          |
| <b>3</b>    | <b>Time Management Tools</b><br>Ways to overcome Time Wasters<br>Planning Components and Time Management – objective, policy, programmes, schedule, strategies<br>TIME TECH System<br>Budget – best tools for Time Management | <b>25 %</b>          |
| <b>4</b>    | <b>Application of Time Management</b><br>Learning Time Management<br>Practical Experience and games on;<br>Goal Setting<br>Prioritizing<br>Weekly plan<br>Creative Time Management ideas                                      | <b>25 %</b>          |

**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