

SARDAR PATEL UNIVERSITY
Programme: BCOM Semester: III
Syllabus with effect from : JUNE 2019

Paper Code: UB03SCOM21	Total Credit: 3
Title Of Paper: Time Management	

Objective: The Objective of this course is to understand the concepts of Time Management. Time Wasters, Time Management Tools and Application of Time Management.

Unit	Description in detail	Weighting (%)
1	Introduction to Time Management Meaning, characteristics, objectives of Time Management Significance of Time Management Fundamental Truths about Time Basic principles of Time Management	25 %
2	Typical Time Wasters Causes of Time Wastage Time Wasters: Office environment, Meetings, Telephone calls, Visitors, Poor delegation, Inability to say “No”, Internet, Televisions, Travel.	25 %
3	Time Management Tools Ways to overcome Time Wasters Planning Components and Time Management – objective, policy, programmes, schedule, strategies Budget – best tools for Time Management How to save time?	25 %
4	Application of Time Management Learning Time Management Practical Experience and games on; Goal Setting Prioritizing Weekly plan	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
- C.B. Gupta, Management: Theory and Practice by Sultan Chand & Sons, New Delhi

