

**SARDAR PATEL UNIVERSITY**  
**Programme: BCOM Semester: III**  
**Syllabus with effect from : JUNE 2020**

<b>Paper Code:</b> UB03SCOM51	<b>Total Credit: 3</b>
<b>Title Of Paper:</b> 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 (%)
<b>1</b>	<b>Introduction to Time Management</b> Meaning, characteristics, objectives of Time Management Significance of Time Management Fundamental Truths about Time Basic principles of Time Management	<b>25 %</b>
<b>2</b>	<b>Typical Time Wasters</b> Causes of Time Wastage Time Wasters: Office environment, Meetings, Telephone calls, Visitors, Poor delegation, Inability to say “No”, Internet, Televisions, Travel.	<b>25 %</b>
<b>3</b>	<b>Time Management Tools</b> 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?	<b>25 %</b>
<b>4</b>	<b>Application of Time Management</b> Learning Time Management Practical Experience and games on; Goal Setting Prioritizing Weekly plan	<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
- C.B. Gupta, Management: Theory and Practice by Sultan Chand & Sons, New Delhi

