

S.S. JAIN SUBODH P.G. COLLEGE, JAIPUR

VALUE-ADDED COURSE

COURSE TITLE: TIME MANAGEMENT

NODAL DEPARTMENT: BBA

COURSE CODE: 23VAC_5203T

MARKING SCHEME

Tutorial (Hours)	Time Allowed ESE (Hrs)	Course Credits	Total Marks	End Semester Exam (Max. Marks)	Assignment	Minimum Marks
30	2	2	50	35	15	20

COURSE OBJECTIVES:

1. To help students establish priorities based upon values and goals.
2. To help the students to identify the time wasters and discover ways to overcome it.

COURSE CONTENTS:

Introduction to Time Management: Meaning, Characteristics, Objectives, Importance, Steps of Time Management, Basic Principles of Time Management

Time Wasters: Causes of Time Wasters, Ways to Overcome Time Wasters

(15 Hours)

Time Management Strategies: Setting SMART Goals,

Organising and Planning Ahead: Daily to-do Lists, Scheduling Tasks, Weekly Plans, Time Boxing- Cross between a Calendar and a to-do list, **Prioritizing Effectively:** 80-20 Rule, Urgent/Important Matrix (Eisenhower Method), The Priority Matrix (Steven Covey), Delegate. **Dealing with Distractions:** Procrastination and Avoiding Distractions

(15 Hours)

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

COURSE OUTCOMES:

On successful completion of the course the students will be able to:

1. Ability to demonstrate self-management by setting reasonable boundaries.
2. Development of understanding to analyse and evaluate how to spend and utilize time.



(Prof. K. B. Sharma)

Principal



Head of the Department