



COURSE CODE **NAME OF THE COURSE**

CVAC027

TIME MANAGEMENT

OFFERED BY

Mathematics Aided

ABOUT COLLEGE

Chirst College (Autonomous), Irinjalakuda established in the year 1956 by CMI fathers has always been a place where young generations are moulded towards a bright future. College has excellent infrastructure, with state of the art laboratories, seminar rooms and lecture halls. The campus is Wi-Fi enabled. Presently Collge is house for 4500+ students, 200 teaching staff and 45 supporting staff. The strength of the College lies in its hardworking and tech savvy teachers who are eager to involve in all matters of students. The lush green campus with gardens and open gym is moving towards the next phase on education both offline and online.

COURSE COORDINATOR

Ms. Tintumol Sunny
Mathematics Aided

LEARNING OUTCOMES

- Identify the main obstacles to effective Time Management in daily life
- Use a system for prioritizing goals and tasks
- Build an effective Time Management process that will enhance productivity and lower stress
- Improve productivity of team through effective time management techniques.

COURSE MODULE

Module I: Fundamentals of Time Management
 Module II: Planning & Goal Setting
 Module III: Effective Time Management Strategies and Techniques

SYLLABUS

MODULE I

Fundamentals of Time Management - Focus is on time and resources - Pre-analysis of performance - Analysis of goals and objectives - Systemization of processes - Time Management System: Functional - Portable – Intelligible. (10 Hours)

MODULE II

Planning & Goal Setting - Integrating personal goals with company goals -Prioritizing work goals - Overcoming procrastination - How and when to delegate - Being assertive, and how to say no politely - Organising work schedules for self and team. (10 Hours)

MODULE III

Effective time management strategies and techniques - Prioritising – using the important/urgent priority matrix - Setting goals in all areas of your life/achieving balance - Productive Work - Busy vs. Productive - Indecision & Delay - Overwork - Urgency v's Importance – Prioritization. (10 Hours)

REFERENCE

Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time by Brian Tracy

168 Hours: You Have More Time Than You Think by Laura Vanderkam

Make Time: How to Focus on What Matters Every Day by Jake Zeratsky and John Knapp

Deep Work: Rules for Focused Success in a Distracted World by Cal Newport