

CERTIFICATE COURSE IN TIME MANAGEMENT

SYLLABUS

DEPARTMENT: DEPARTMENT OF MATHEMATICS AIDED

NAME OF COURSE: CERTIFICATE COURSE IN TIME MANAGEMENT

COURSE CODE: CVAC027

TOTAL HOURS: 30

UNIT-I Fundamentals of Time Management (10 HOURS)

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

UNIT- II Planning & Goal Setting (10 HOURS)

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.

UNIT -III Effective time management strategies and techniques (10 HOURS)

Prioritizing – 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.

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