

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati

Department of Business Administration [BBA]

Name of Course: Tools and Techniques in effective Time Management.

Course Duration: 30 Hours.

Credits: 2.

Co Ordinator : Deepali Anpat [anpatdeepali@gmail.com]

About Course:

This course will teach you how Time Management is more important in today's business world.

The course will focus on different practical tools and techniques for effective time management.

Objectives of the course:

1. To know the basic knowledge of Time Management
2. To understand acquired practical time management skills for scheduling, planning and prioritising work.
3. To understand the Long term, short term and mid-range goals of time management.
4. To learn the time analysis of each activity and manage the Interruptions.

Content / Syllabus of Course:

<u>Sr. No</u>	<u>Unit Name</u>	<u>Topic</u>	<u>Hrs. Alloted</u>
1	Introduction on Time Management and Time Analysis	<ul style="list-style-type: none">• Importance of Time Management, Time Analysis, Brief Exercise• How is your time management: Self test, Daily Activity Log	05
2	Time Management Goals	<ul style="list-style-type: none">• Long Term goal of Time Management• Mid-range goal of Time Management• Short Term goal of Time Management	05
3	Scheduling of Plan	<ul style="list-style-type: none">• Introduction on plan scheduling, scheduling options (Long term, short term, medium term)• Term schedule, weekly schedule, daily prioritized work	05
4	Tools and Techniques for Time Management	<ul style="list-style-type: none">• Pareto Analysis• Pomodoro Technique• Eisenhower Matrix• Parkinson's Law• Time Blocking Method• Getting Things Done (GTD) Method• Rapid Planning Method (RPM)	15

		• Eat That Frog Technique	
Total Hrs.			30

Examination or Evaluation pattern:

Exam Pattern: Theoretical Examination.

Marks : 50

25 Marks : Objectives questions.

25 Marks : Practical Submission