

S. No.	Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
								Sessional	Final Exam	Total
5	UGAEC-103(A)	Time Management & Productivity	AEC	3	3	0	0	40	60	100

#### Course Outcomes:

At the end of the course the student will be able to: -	
CO1	Describe the concept of time management and its significance.
CO2	Apply effective strategies to overcome procrastination.
CO3	Demonstrate proficiency in using various time management tools.
CO4	Assess the productivity strategies and their impact.
CO5	Evaluate time management principles into real-world scenarios.

#### Detailed Syllabus

##### Section A

**Unit I: Introduction to Time Management** – Meaning; objectives of Time Management; Importance of Time Management; Benefits of Time Management; Basic Principles of Time Management; Typical Time Wasters; Ways to overcome Time Wasters.

(06 Hrs)

**Unit II: Tackling Procrastination:** Procrastination - Causes, consequences, and types; Strategies to Overcome Procrastination - Pomodoro Technique & task structuring; Psychological Aspects – Motivation & self-discipline.

(06 Hrs)

**Unit III: Time Management Tools:** Time Management Planning Components; Time Management Strategies; Time Management Matrix; Parkinson's law. Pareto's law, ABC method. Murphy's law; TIME TECH System.

(08 Hrs)

##### Section B

**Unit IV: Enhancing Productivity:** Concept of Productivity; External & Internal Factors of Productivity; Kinds of Productivity measurement; Causes of Low Productivity and techniques of their Elimination; Factors affecting Productivity; Technical Methods to Improve Productivity; Management tools for productivity improvement.

(08 Hrs)

**Unit V: Application of Time Management:** Goal Setting - The Three P's, S.M.A.R.T Goals, Prioritizing goals, Visualization; Planning Techniques; Effective Scheduling: Prioritizing tasks and managing deadlines; Stress Management; Work-Life Balance: Strategies for balancing personal and professional life.

(08 Hrs)

#### Textbooks:

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1	Getting Things Done: The Art of Stress-Free Productivity"	David Allen	Penguin Books	3 <sup>rd</sup> (2015)
2	Production & Operation Management	S. Anil Kumar	McGraw Hill Education.	7 <sup>th</sup> (2021)

#### Reference Books:

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1	The seven habits of effective people	Stephen R. Covey	Simon & Schuster	30 <sup>th</sup> (2020)