

## COURSE HANDOUT

TIME MANAGEMENT AND PRODUCTIVITY (UGAEC-103 A)

1<sup>st</sup> SEMESTER

ACADEMIC YEAR (2024-25)

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S. No.	Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
								Mid Semester	Final Semester	Total
1	UGAEC-103 (A)	Time Management and 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 productivity strategies and their impact.
CO5	Evaluate time management principles in 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)
3.	Unlock the secrets of effective time management with strategies and tools to design and boost your productivity	Prakash V. Rao	Impactk	1 <sup>st</sup> (2015)

**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)

**COURSE PLAN**
**Unit-I Introduction to Time management:**

S.No	Topics	Recommended Books
1	Meaning of time management	Book 3, Ch 1
2	objectives of Time Management	Book 3, Ch 1
3	Importance of Time Management;	Book 3, Ch 1
4	Benefits of Time Management	Book 3, Ch 1
5	Basic Principles of Time Management	Book 3, Ch 1
6	Typical Time Wasters	Book 3, Ch 1
7	Ways to overcome Time Wasters.	Book 3, Ch 1
<b>Unit-II Tackling Procrastination</b>		
8	Procrastination Meaning	Book 1, Ch 4
9	Causes of Procrastination	Book 1, Ch 4
10	consequences, and types	Book 1, Ch 4
11	Strategies to Overcome Procrastination	Book 1, Ch 6
12	Pomodoro Technique	Book 1, Ch 6
13	Task structuring	Book 1, Ch 6
14	Psychological Aspects	Book 1, Ch 7
15	Motivation & self-discipline	Book 2, Ch 6
<b>Unit-III Time Management Tools</b>		
16	Time Management Planning Components	Book 2, Ch 3
17	Time Management Strategies	Book 2, Ch 3
18	Time Management Matrix	Book 2, Ch 3
19	Parkinson's law,	Book 2, Ch 3

20	ABC method	Book 2, Ch 8
21	Murphy's law	Book 2, Ch 8
<b>Unit-IV Enhancing Productivity</b>		
22	Concept of Productivity	Book 1, Ch 9
23	External & Internal Factors of Productivity	Book 1, Ch 9
24	Causes of Low Productivity and techniques of their Elimination	Book 1, Ch 9
25	Factors affecting Productivity	Book 1, Ch 12
26	Technical Methods to Improve Productivity	Book 1, Ch 12
27	Management tools for productivity improvement.	Book 1, Ch 12
<b>Unit-V Application of Time Management</b>		
28	Goal setting	Book 1, Ch 5
29	The Three P's	Book 1, Ch 5
30	S.M.A.R.T Goals	Book 1, Ch 5
31	Prioritizing goals,	Book 1, Ch 5
32	Visualization; Planning Techniques; Effective Scheduling:	Book 2, Ch 5
33	Prioritizing tasks and managing deadlines; Stress Management;	Book 1, Ch 5
34	Work-Life Balance: Strategies for balancing personal and professional life.	Book 1, Ch 5

#### ADDITIONAL WEB RESOURCES

1.	E -BOOK LINK :chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf  extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.cgg.gov.in/core/uploads/2017/07/Handbook-on-Time-Management-Skills.pdf
2.	Coursera- <a href="https://www.coursera.org/learn/personal-productivity-time-management-and-prioritization">https://www.coursera.org/learn/personal-productivity-time-management-and-prioritization</a>

#### GRADING AND ASSESSMENT

- **Sessional Test:** 20
- **Assignment:** 10
- **Attendance:** 10
- **Final Examination:** 60 marks

#### COURSE POLICIES

- **Attendance:** Minimum 75% attendance is mandatory to appear in the final examination of the course.
- **Academic Integrity:** MIET's academic integrity policies apply. Plagiarism will not be tolerated.
- **Late Submissions:** Assignments and projects must be submitted by the specified timelines.



### FACULTY INFORMATION

- **Office Hours**

Monday (12:05 PM - 12:55 PM)

Friday (12:05 PM - 12:55 PM)

- **Contact Information**

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