

**Department of B. Com./BBA/BCA**

**Details of Lesson Plan**

S.No.	Particulars	Details
1.	Course Name	Time management and productivity
2.	Course Code	UGAECC-103 (A)
3.	Academic Year	2024-2025
4.	Semester	1st
5.	Number of Lesson plans	36
6.	Faculty Assigned	Dr. Vibhu johar

*Vibhu Johar*

Faculty Signature

<b>Lesson Plan No. 1.1</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Introduction to time management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Define time management and its significance.</li> <li>Describe the key components of effective time management.</li> <li>Understand time and productivity</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>ICT</li> </ol>
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b> Ask questions          -What do you mean by Time management          -What is the relation between time and productivity          -How did this subject evolve          -Why there is a need to understand Time management</p> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>Briefly introduce time management</li> <li>Discuss the evolution of the subject</li> <li>Define time management</li> <li>Explore the scope of time management and productivity</li> <li>Detail the primary objectives of time and productivity</li> <li>Discuss the importance of Time management</li> <li>Discuss why it is important</li> </ol> <p><b>3. Exercise (5 minutes) –</b> Divide students into groups and tell them to list three examples of time management in their daily lives and discuss them in pairs.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>Homework           <ul style="list-style-type: none"> <li>To go through the concept</li> </ul> </li> <li>Suggested Readings:           <ul style="list-style-type: none"> <li>Time management for new employees by Prakash V Rao</li> <li>Time Management for Dummies” by Laura Stack</li> <li>“Getting Things Done” by David Allen Ch 1</li> </ul> </li> </ol> <p>Links:extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</p>



	Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	Reflective Questions (What, Why, Who?). Allow students to answer and discuss. -What is Time management -Why is it important - List the objectives of TM Q&A session to address any doubts or questions. Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No. 1.2</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Objectives of time management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: a. Define time management and its significance. b. Describe the objectives of time management c. Understand importance of time management
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>          Ask questions          -What are the objectives of time management          -What is the relation between time and productivity          -Why is it important</p> <p><b>2. Development (30 minutes)</b>          a. Explain Goal Setting          b. Prioritization          c. Efficiency          d. Productivity          e. Time Allocation          f. Stress Reduction          g. Work-Life Balance          h. Performance Improvement          i Task Management          j Achievement Tracking</p> <p><b>3. Exercise (5 minutes) –</b>          Divide students into groups and tell them to use templates to create a comprehensive time management plan and present in front of class</p>
<b>Closure</b>	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Homework          - To go through the concept</p> <p>3. Suggested Readings:          Time management for new employees by Prakash V Rao          Time Management for Dummies” by Laura Stack          “Getting Things Done” by David Allen</p> <p>Links:extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</p>



	Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	Reflective Questions (What, Why, Who?). Allow students to answer and discuss. -What is time management -What are its objectives -Define the relation between time and productivity Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No. 1.3</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: importance of time management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: a. Define time management and its significance. b. Describe the key components of effective time management. c. Understand importance of time and its management
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>          Ask questions          -What is the importance of time and its management          -What is the relation between time and productivity          -Why there is a need to understand Time management</p> <p><b>2. Development (30 minutes)</b>          a. Definition and Meaning          - What is Time Management?          -Importance of Time Management          b. Objectives of Time Management          -Goal Setting          -Prioritization          -Efficiency and Productivity          -Stress Reduction          -Work-Life Balance          c. Importance of Time Management          -Impact on Personal Life          -Impact on Professional Life          -Role in Achieving Goals          d. Benefits of Time Management          -Increased Productivity          -Improved Quality of Work</p> <p><b>3. Exercise (5 minutes) –</b>          Students work in pairs to discuss how improved time management could have changed the outcomes of the case study.</p>
<b>Closure</b>	1. Summarize the Lesson Learning Outcomes and get affirmation from students on these. 2. Homework - To go through the concept <b>3. Suggested Readings:</b> Time management for new employees by Prakash V Rao



	<p>Time Management for Dummies” by Laura Stack “Getting Things Done” by David Allen</p> <p>Links:<a href="http://extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf">extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<p><b>Evaluation</b></p>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"> <li>- Define work life balance</li> <li>- What is Quality off work life</li> <li>- List some benefits of TM</li> </ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No. 1.4</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Importance of time management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: a. Identify and explain the key benefits of effective time management. b. Illustrate how these benefits contribute to personal and professional success.
<b>Teaching Aids (if any)</b>	a. ICT b. Case study
<b>Teaching Development</b>	<b>1. Introduction (5 minutes)</b> Ask questions -What benefits do you think effective time management might offer? - How could these benefits impact your personal or professional life?" <b>2. Development (30 minutes)</b> a. Explain Increased Productivity b. Explain how managing time effectively leads to higher c. output. d. Improved Quality of Work e. Discuss how time management allows for more thorough f. and accurate work. g. Better Decision Making: h. Describe how managing time reduces stress, leading to i. clearer decisions. j. Enhanced Career Progression: k. Explain how good time management can lead to career l. advancement through efficiency and meeting deadlines. <b>3. Exercise (5 minutes) –</b> Discuss real-life examples where time management improved outcomes. Students work in groups to brainstorm additional benefits of time management and relate them to specific scenarios.
<b>Closure</b>	1. Summarize the Lesson Learning Outcomes and get



	<p>affirmation from students on these.</p> <p>2. Homework</p> <ul style="list-style-type: none"><li>- To go through the concept</li></ul> <p>Write a reflection paper on how time management has benefited them in a specific aspect of their personal or professional life.</p> <p>3. Suggested Readings:</p> <ul style="list-style-type: none"><li>Time management for new employees by Prakash V Rao</li><li>Time Management for Dummies” by Laura Stack</li><li>“Getting Things Done” by David Allen</li></ul> <p>Links:<a href="http://extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf">extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Short quiz on importance of time management</p> <p>Q&amp;A session to address any doubts or questions.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 1.5</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Basic Principles of Time Management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Define time management and its significance.</li> <li>Describe the key components of effective time management.</li> <li>Under stand various principles of TM</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>ICT</li> </ol>
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>        Ask questions        -What are the various principles of TM        -What is the relation between time and productivity        -Why there is a need to understand Time management principles</p> <p><b>2. Development (30 minutes)</b></p> <p><b>a. Introduction to Time Management Principles</b>        -Definition of Time Management Principles        -Importance of Adopting Time Management Principles</p> <p><b>b. Key Principles of Time Management</b>        - Planning and Scheduling        -The Importance of Planning        - Creating Effective Schedules        - Short-term vs. Long-term Planning</p> <p><b>c. Setting Priorities</b>        -The Urgent vs. Important Matrix (Eisenhower Matrix)        -ABC Method for Prioritization        -The Pareto Principle (80/20 Rule)</p> <p><b>d. Time Tracking</b>        -The Purpose of Tracking Time        - Methods for Tracking Time (Digital Tools, Manual Logs)        - Analyzing Time Data for Efficiency</p> <p><b>e. Delegation</b>        - The Role of Delegation in Time Management        - Deciding What to Delegate        - Effective Delegation Techniques</p> <p><b>f. Avoiding Procrastination</b>        - Understanding Procrastination        - Techniques to Overcome Procrastination</p>

	<p><b>g. Setting Realistic Goals</b></p> <ul style="list-style-type: none"> <li>- The Importance of SMART Goals</li> <li>- Aligning Goals with Available Time</li> <li>- Periodic Review and Adjustment of Goals</li> </ul> <p><b>h. Time Blocking</b></p> <ul style="list-style-type: none"> <li>- What is Time Blocking?</li> <li>- How to Implement Time Blocking</li> <li>- Benefits and Challenges of Time Blocking</li> </ul> <p><b>3. Exercise (5 minutes) –</b>        Let Students create a sample time management plan incorporating the discussed principles. Groups present their plans and receive feedback.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework           <ul style="list-style-type: none"> <li>- To go through the concept of principles of TM</li> </ul> </li> <li>3. Suggested Readings:           <ul style="list-style-type: none"> <li>Time management for new employees by Prakash V Rao</li> <li>Time Management for Dummies” by Laura Stack</li> <li>“Getting Things Done” by David Allen</li> </ul> </li> </ol> <p>Links: <a href="http://extension.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf">extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</a></p> <p><a href="https://www.fredonia.edu/sites/default/files/section/academics/academic-advising/12%20Most%20Effective%20Time%20Management%20Principles.docx">https://www.fredonia.edu/sites/default/files/section/academics/academic-advising/12%20Most%20Effective%20Time%20Management%20Principles.docx</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"> <li>- List the principles of time management</li> <li>- What is scheduling</li> <li>- What is the importance of schedules</li> </ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 1.6</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Applying Time Management Principles</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Define time management principles its significance.</li> <li>Describe the key components of effective principles</li> <li>Understand time and productivity</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>ICT</li> </ol>
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>        Ask questions        -What do you mean by Time management        -How do you apply TM principles        -Why there is a need to understand Time management</p> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>Creating a Personalized Time Management Strategy           <ul style="list-style-type: none"> <li>-Identifying Personal Time Management Challenges</li> <li>-Integrating Principles into Daily Life</li> <li>-Continuous Improvement and Adaptation</li> </ul> </li> <li>Tools and Resources           <ul style="list-style-type: none"> <li>-Digital Tools for Time Management (e.g., Trello, Asana, -Google Calendar)</li> <li>-Physical Tools (e.g., Planners, Bullet Journals)</li> <li>-Techniques for Maintaining Consistency</li> </ul> </li> </ol> <p><b>3. Exercise (5 minutes) –</b>        Divide students into groups and tell them to list three principles of time management and how they will apply in their daily lives and discuss them in pairs.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>Homework           <ul style="list-style-type: none"> <li>- To go through the concept</li> </ul> </li> <li>Suggested Readings:           <ul style="list-style-type: none"> <li>Time management for new employees by Prakash V Rao</li> <li>Time Management for Dummies” by Laura Stack</li> <li>“Getting Things Done” by David Allen</li> </ul> </li> </ol>



	<p>Links:<a href="http://extension://efaidnbmnnnibpcajpcgglefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf">extension://efaidnbmnnnibpcajpcgglefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</a> <a href="https://www.revolutionlearning.co.uk/blog/7-time-management-tools/">https://www.revolutionlearning.co.uk/blog/7-time-management-tools/</a> Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?).</p> <ul style="list-style-type: none"><li>- What are the tools and techniques for time management</li><li>- What are the challenges to time management</li><li>- How do you apply time management principles</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 1.7</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Time wasters</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: a. Define time wasters b. Describe elements of time wasters c. Understand relationship between time wasters and productivity
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>          Ask questions          -What do you mean by Time management and time wasters          -What is the effect of time waster on productivity          -Why there is a need to understand Time wasters          - what is procrastination          - How can you overcome time wasters</p> <p><b>2. Development (30 minutes)</b>  <b>Introduction to Time Wasters</b>          a. Common Time Wasters in Daily Life          b. Personal Time Wasters          c. Workplace Time Wasters          d. Digital Distractions          e. Procrastination as a Time Waster          f. Multitasking: Myth or Time Waster?          g. What are the ways to overcome them?</p> <p><b>3. Exercise (5 minutes) –</b>          Divide students into groups and tell them to list time wasters and how they will over some in their daily lives and discuss them in pairs.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>Homework            - To go through the concept</li> <li>Suggested Readings:            Time management for new employees by Prakash V Rao            Time Management for Dummies” by Laura Stack            “Getting Things Done” by David Allen</li> </ol> <p>Links:extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</p> <p><a href="https://the-happy-manager.com/tip/time-wasters/">https://the-happy-manager.com/tip/time-wasters/</a></p>



	Spend 5 minutes to wrap up and consolidate the learnings
<b>Evaluation</b>	Reflective Questions (What, Why, Who?). <ul style="list-style-type: none"><li>- List few time wasters</li><li>- How can you get rid of time wasters</li><li>- What is procrastination</li><li>- How can you overcome it</li></ul> Spend 5 minutes to evaluate student assimilation of the lesson contents

<b>Lesson Plan No. 1.8</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Understanding time wasters in relation to productivity</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Define time wasters</li> <li>Describe elements of time wasters</li> <li>Understand relationship between time wasters and productivity</li> <li>Understand time wasters tools</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>ICT</li> </ol>
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b> Ask questions</p> <ul style="list-style-type: none"> <li>-What do you mean by Time management and time wasters</li> <li>-What is the effect of time waster on productivity</li> <li>-Why there is a need to understand Time wasters in relation to productivity</li> </ul> <p><b>2. Development (30 minutes)</b> <b>Introduction to Time Wasters and productivity</b></p> <ol style="list-style-type: none"> <li>Effects of Time Wasters on Productivity</li> <li>Identifying Your Personal Time Wasters</li> <li>Strategies to Overcome Time Wasters</li> <li>Tools to Combat Time Wasters</li> <li>Conclusion: Maximizing Time Efficiency</li> <li>Techniques to improve productivity with time management</li> </ol> <p><b>3. Exercise (5 minutes) –</b> Divide students into groups and tell them to list five time wasters time and how they can eradicate them</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>Homework           <ul style="list-style-type: none"> <li>- To go through the concept</li> </ul> </li> <li>Suggested Readings:           <ul style="list-style-type: none"> <li>Time management for new employees by Prakash V Rao</li> <li>Time Management for Dummies” by Laura Stack</li> <li>“Getting Things Done” by David Allen</li> </ul> </li> </ol> <p>Links:extension://efaidnbmnnnibpcajpcglefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	Reflective Questions (What, Why, Who?). Allow students to answer



	<p>and discuss.</p> <ul style="list-style-type: none"><li>- What is the relation between time wasters and productivity</li><li>- What is the effect of time wasters on productivity</li><li>- Explain productivity</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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<b>Lesson Plan No. 2.1</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Procrastination</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand the Concept of Procrastination</li> <li>- Define procrastination and its psychological underpinnings.</li> <li>- Distinguish between different types of procrastination.</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b> Ask questions</p> <ul style="list-style-type: none"> <li>- What is procrastination, and how is it defined in psychological terms?</li> <li>- Can you list and describe the different types of procrastination?</li> <li>- How do environmental factors contribute to procrastination?</li> <li>- In what ways do psychological factors, such as anxiety or fear of failure, lead to procrastination?</li> </ul> <p><b>-Development (30 minutes)</b></p> <p>a. Introduction to Procrastination</p> <ul style="list-style-type: none"> <li>- Definition and scope</li> <li>- Historical perspectives on procrastination</li> </ul> <p>b. Types of Procrastination</p> <ul style="list-style-type: none"> <li>- Active vs. Passive Procrastination</li> <li>- Chronic vs. Situational Procrastination</li> </ul> <p>c. Causes of Procrastination</p> <ul style="list-style-type: none"> <li>- Psychological factors: Fear of failure, perfectionism, anxiety</li> <li>- Environmental factors: Distractions, lack of structure</li> <li>- Biological factors: Decision fatigue, time perception</li> </ul> <p>d. Case Studies and Real-Life Applications</p> <ul style="list-style-type: none"> <li>- Analysis of real-world examples</li> <li>- Group discussion and role-playing exercises</li> </ul> <p><b>3. Exercise (5 minutes) –</b> Divide students into groups and tell them to list three examples of the factors leading to procrastination from their life them and then present them.</p>



<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework<ul style="list-style-type: none"><li>- To go through the concept</li></ul></li><li>3. Suggested Readings:<ul style="list-style-type: none"><li>Time management for new employees by Prakash V Rao</li><li>Time Management for Dummies” by Laura Stack</li><li>“Getting Things Done” by David Allen</li></ul></li></ol> <p>Links:<a href="http://extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf">extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</a></p> <p><a href="https://jamesclear.com/procrastination#:~:text=Procrastination%20is%20the%20act%20of,you%20set%20out%20to%20do.">https://jamesclear.com/procrastination#:~:text=Procrastination%20is%20the%20act%20of,you%20set%20out%20to%20do.</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who)</p> <ul style="list-style-type: none"><li>-List the types of procrastination</li><li>- list 5 causes of procrastination</li><li>- What are the ways to over come them</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 2.2</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Procrastination Causes</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand the Concept of Procrastination</li> <li>- Define procrastination</li> <li>- Understand different causes</li> <li>- Overcome procrastination</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b> Ask questions</p> <ul style="list-style-type: none"> <li>- What is procrastination, and how is it defined in psychological terms?</li> <li>- What are the causes of procrastination</li> <li>- How would you design a daily schedule that minimizes procrastination?</li> <li>- Can you develop a plan to help a friend overcome their procrastination habits?</li> </ul> <p><b>-Development (30 minutes)</b></p> <ul style="list-style-type: none"> <li>- causes of Procrastination</li> </ul> <p><b>a. Psychological Causes</b></p> <ul style="list-style-type: none"> <li>- Fear of Failure</li> <li>- Perfectionism</li> <li>- Low Self-Efficacy</li> <li>- Indecisiveness</li> </ul> <p><b>b. Emotional Causes</b></p> <ul style="list-style-type: none"> <li>- Anxiety and Stress</li> <li>- Task Aversiveness</li> <li>- Negative Emotions:</li> <li>- Mood Regulation: Delaying tasks to maintain or improve.</li> </ul> <p><b>c. Cognitive Causes</b></p> <ul style="list-style-type: none"> <li>- Planning Fallacy</li> <li>- Optimism Bias</li> <li>- Temporal</li> </ul> <p><b>3. Exercise (5 minutes) –</b> Divide students into groups and tell them to list three examples of the factors leading to procrastination from their life them and then present them.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework           <ul style="list-style-type: none"> <li>- To go through the concept</li> </ul> </li> </ol>



	<ul style="list-style-type: none"><li>- Keep a procrastination diary for a week to track triggers and patterns.</li></ul> <p>3. Suggested Readings: Time management for new employees by Prakash V Rao Time Management for Dummies” by Laura Stack “Getting Things Done” by David Allen</p> <p>Links:extension://efaidnbmnnnibpcajpcglefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf <a href="https://www.sciencedirect.com/science/article/abs/pii/S0191886914006898">https://www.sciencedirect.com/science/article/abs/pii/S0191886914006898</a> <a href="https://solvingprocrastination.com/why-people-procrastinate/">https://solvingprocrastination.com/why-people-procrastinate/</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?).</p> <ul style="list-style-type: none"><li>-Define emotional causes of procrastination</li><li>- What is the cognitive cause of procrastination</li><li>- What are the ways to over come these causes</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 2.3</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Consequences of procrastination</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand the Concept of Procrastination</li> <li>- Define procrastination</li> <li>- Understand consequences</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>          Ask questions          -What methods have you tried in the past to overcome procrastination?          -How do you usually manage your time when you have multiple tasks?          - What leads to procrastination          - What are the consequences of procrastination</p> <p><b>-Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>a. Reduced Productivity</li> <li>b. Increased Stress</li> <li>c. Lower Quality of Work</li> <li>d. Missed Deadlines</li> <li>e. Negative Impact on Career Progression</li> <li>f. Damage to Reputation</li> <li>g. Decreased Motivation</li> <li>h. Poor Academic or Professional Performance</li> <li>i. Strained Relationships</li> <li>j. Increased Guilt and Anxiety</li> </ol> <p><b>2. Exercise (5 minutes) –</b>          Divide students into groups and tell them to list three examples of the factors leading to procrastination from their life them and then present them.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework           <ul style="list-style-type: none"> <li>- To go through the concept</li> <li>- Have students list the triggers that typically lead to their procrastination. These could include specific tasks, emotions, or environmental factors.</li> </ul> </li> </ol>



	<p>3. Suggested Readings: Time management for new employees by Prakash V Rao Time Management for Dummies” by Laura Stack “Getting Things Done” by David Allen</p> <p>Links:<a href="http://extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf">extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</a></p> <p><a href="http://ifehack.org/articles/productivity/8-ways-procrastination-can-destroy-your-life.html">ifehack.org/articles/productivity/8-ways-procrastination-can-destroy-your-life.html</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). -List the consequences of procrastination -List two ways to over come them</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No. 2.4</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Technique of Time management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"><li>- Understand the Concept of Procrastination</li><li>- Define procrastination</li><li>- Understand consequences</li></ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b> Ask questions -What methods have you tried in the past to overcome procrastination? -Have you ever tried using a time management technique like the Pomodoro? If so, how did it work for you? - What tasks do you think would benefit most from using the Pomodoro Technique? - How do you currently manage your time when faced with long or complex tasks?</p> <p><b>2. Development (30 minutes)</b></p> <ul style="list-style-type: none"><li>a. Introduction to the Pomodoro Technique</li><li>b. History and Origin of the Pomodoro Technique</li><li>c. Core Principles of the Pomodoro Technique</li><li>d. Step-by-Step Process</li><li>e. Setting Up Your Pomodoro Sessions</li><li>f. Tools and Apps for the Pomodoro Technique</li><li>g. Benefits of the Pomodoro Technique</li><li>h. Common Challenges and How to Overcome Them</li></ul> <p><b>3. Exercise (5 minutes)</b> Divide students into groups and tell them to list three examples of time management in their daily lives and discuss them in pairs.</p>
<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework<ul style="list-style-type: none"><li>- To go through the concept</li><li>- Have students list the triggers that typically lead to their procrastination. These could include specific</li></ul></li></ol>



	<p>tasks, emotions, or environmental factors.</p> <p>3. Suggested Readings: Time management for new employees by Prakash V Rao Time Management for Dummies” by Laura Stack “Getting Things Done” by David Allen</p> <p>Links:extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton .free.fr/books/self-help/Time%20Management%20(McGraw- Hill).pdf</p> <p><a href="https://www.techtarget.com/whatis/definition/pomodoro-technique#:~:text=The%20Pomodoro%20Technique%20is%20a,after%20four%20consecutive%20work%20inte">https://www.techtarget.com/whatis/definition/pomodoro-technique#:~:text=The%20Pomodoro%20Technique%20is%20a,after%20four%20consecutive%20work%20inte</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Short quiz Q&amp;A session to address any doubts or questions. Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



<b>Lesson Plan No. 2.5</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Psychological aspect of Time management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"><li>- Understand the psychological aspects</li><li>- introduce procrastination as a behavior rooted in psychological processes</li><li>- discuss how a person's belief in their abilities affects their procrastination habits.</li><li>- examine the relationship between perfectionism and the tendency to delay tasks.</li></ul>
<b>Teaching Aids (if any)</b>	a. Power point Presentation b. Chalk and Talk c. Videos
<b>Teaching Development</b>	<b>1. Introduction (5 minutes)</b> Ask questions <ul style="list-style-type: none"><li>-What psychological factors do you think contribute most to your procrastination habits?</li><li>-How do you feel when you know you should start a task but find yourself delaying it?</li><li>-Have you ever noticed a pattern in your procrastination related to certain tasks or situations?</li><li>-How do perfectionism and fear of failure play a role in your tendency to procrastinate?</li></ul> <b>2. Development (30 minutes)</b> <ul style="list-style-type: none"><li>a. Procrastination as a Psychological Phenomenon</li><li>b. Fear of Failure</li><li>c. Perfectionism</li><li>d. Self-Efficacy</li><li>e. Anxiety and Procrastination</li><li>f. Task Aversiveness</li><li>g. Emotional Regulation</li><li>h. Cognitive Distortions</li><li>i. Motivational Deficits</li><li>j. Temporal Discounting</li><li>k. Habitual Procrastination</li><li>l. Procrastination and Self-Control</li></ul> <b>3. Exercise (5 minutes)</b> Divide students into groups and tell them to list three



	Consequences of procrastination and what was its effect on them
<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework<ul style="list-style-type: none"><li>- To go through the concept</li><li>- Have students list the triggers that typically lead to their procrastination. These could include specific tasks, emotions, or environmental factors.</li></ul></li><li>3. Suggested Readings:<ul style="list-style-type: none"><li>Time management for new employees by Prakash V Rao</li><li>Time Management for Dummies” by Laura Stack</li><li>“Getting Things Done” by David Allen</li></ul></li></ol> <p>Links:<a href="http://extension.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf">extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</a></p> <p><a href="https://timesofindia.indiatimes.com/readersblog/smitamuses/psychology-of-procrastination-understanding-and-overcoming-it-53427/">https://timesofindia.indiatimes.com/readersblog/smitamuses/psychology-of-procrastination-understanding-and-overcoming-it-53427/</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Short quiz</p> <p>Q&amp;A session to address any doubts or questions.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 2.6</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Motivation and self-discipline for tackling procrastination</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand the concept of motivation, including the difference between intrinsic and extrinsic motivation, and how each type affects procrastination.</li> <li>- Identify their own sources of motivation and apply this understanding to manage procrastination effectively.</li> <li>- select and implement appropriate self-discipline techniques to address their procrastination challenges.</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b></p> <p>Ask questions</p> <ul style="list-style-type: none"> <li>- How can intrinsic and extrinsic motivation impact your ability to overcome procrastination? Provide examples of each type.</li> <li>-What are some practical techniques for developing self-discipline that can help you manage procrastination more effectively?</li> <li>-Can you identify a recent situation where a lack of motivation or self-discipline affected your productivity? How might applying strategies discussed today change that outcome?</li> </ul> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>a. Understanding Motivation</li> <li>b. Definition and types of motivation (intrinsic vs. extrinsic)</li> <li>c. How motivation influences procrastination</li> <li>d. Building Self-Discipline</li> <li>e. Techniques for developing self-discipline</li> <li>f. The role of habits and routines in self-discipline</li> <li>g. Strategies for Increasing Motivation</li> <li>h. Setting clear, achievable goals</li> <li>i. Using rewards and incentives effectively</li> <li>j. Overcoming Barriers to Self-Discipline</li> <li>k. Identifying common obstacles</li> <li>l. Practical solutions for overcoming these obstacles</li> <li>m. Integrating Motivation and Self-Discipline</li> </ol>



	<p>n. Creating a balanced approach to combat procrastination o. Case studies and real-life examples</p> <p><b>3. Exercise (5 minutes)</b> To help students create a personalized action plan for improving motivation and self-discipline to tackle procrastination.</p>
<b>Closure</b>	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Homework</p> <ul style="list-style-type: none"> <li>- To go through the concept</li> <li>- Have students list the triggers that typically lead to their procrastination. These could include specific tasks, emotions, or environmental factors.</li> </ul> <p>3. Suggested Readings: Time management for new employees by Prakash V Rao Time Management for Dummies” by Laura Stack “Getting Things Done” by David Allen</p> <p>Links:<a href="http://extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf">extension://efaidnbmnnnibpcajpcglclefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</a></p> <p><a href="https://www.linkedin.com/pulse/overcoming-procrastination-strategies-boosting-srishtitandon#:~:text=To%20boost%20self-motivation%2C%20set,objectives%20more%20tangible%20and%20achievable.&amp;">linkedin.com/pulse/overcoming-procrastination-strategies-boosting-srishtitandon#:~:text=To%20boost%20self-motivation%2C%20set,objectives%20more%20tangible%20and%20achievable.&amp;</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"> <li>- What is motivation</li> <li>- What are Types of motivation</li> <li>- Explain self discipline</li> </ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 2.7</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Theories of procrastination</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand various theories of procrastination</li> <li>- Identify theories, application and limitations</li> <li>- select an appropriate theory in the situation</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>          Ask questions</p> <ul style="list-style-type: none"> <li>- What do you think are the main psychological reasons behind procrastination?</li> <li>- Have you ever procrastinated on a task despite knowing its importance? What was your reasoning?</li> <li>- Can procrastination ever be considered a positive behavior? Why or why not?</li> <li>- How do you believe fear of failure contributes to procrastination?</li> <li>- What role do you think motivation plays in procrastination?</li> </ul> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>a. Psychological Theories on Procrastination</li> <li>b. Temporal Motivation Theory</li> <li>c. Self-Determination Theory</li> <li>d. Behavioral Economics Perspective</li> <li>e. Procrastination and Productivity</li> <li>f. How Procrastination Affects Efficiency</li> <li>g. Link Between Procrastination and Low Productivity</li> <li>h. Is procrastination positive or negative</li> </ol> <p><b>3. Exercise (5 minutes)</b>          To help students create a personalized action plan for improving motivation and self-discipline to tackle procrastination and identify which theory is to be applied when</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework           <ul style="list-style-type: none"> <li>- To go through the concept</li> <li>- Have students list the triggers that typically lead to their procrastination. These could include specific tasks, emotions, or environmental factors.</li> </ul> </li> <li>3. Suggested Readings:            Time management for new employees by Prakash V Rao</li> </ol>



	<p>Time Management for Dummies” by Laura Stack “Getting Things Done” by David Allen</p> <p>Links:<a href="http://extension://efaidnbmnnnibpcajpcgglefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf">extension://efaidnbmnnnibpcajpcgglefindmkaj/http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf</a></p> <p><a href="https://solvingprocrastination.com/procrastination-theories/#:~:text=Temporal%20motivation%20theory%2C%20which%20states,to%20the%20delay%20of%20outcomes.">https://solvingprocrastination.com/procrastination-theories/#:~:text=Temporal%20motivation%20theory%2C%20which%20states,to%20the%20delay%20of%20outcomes.</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<p><b>Evaluation</b></p>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"> <li>-Short quiz on Theories</li> <li>-What is Psychological Theories on Procrastination</li> <li>-What is Temporal Motivation Theory</li> <li>- What is Self-Determination Theory</li> <li>- Explain Behavioral Economics Perspective</li> </ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.1</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Time Management Planning Components</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand the concept of Time management planning</li> <li>- select and implement appropriate Time management planning techniques</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b> Ask questions</p> <ul style="list-style-type: none"> <li>-What is time management planning</li> <li>-What are its various components</li> <li>-Can you identify a recent situation where you apply time management techniques</li> </ul> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>a. Goal Setting</li> <li>b. Importance of Clear Objectives</li> <li>c. Short-term vs. Long-term Goals</li> <li>d. SMART Criteria for Goal Setting</li> <li>e. Prioritization</li> <li>f. Identifying Urgent vs. Important Tasks</li> <li>g. The Eisenhower Matrix</li> <li>h. Techniques for Prioritizing Tasks</li> <li>i. Scheduling</li> <li>j. Creating a Daily/Weekly Schedule</li> <li>k. Time Blocking Method</li> <li>l. Tools for Effective Scheduling Understanding Motivation</li> </ol> <p><b>3. Exercise (5 minutes)</b> To help students create a personalized action plan for time management planning</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework           <ul style="list-style-type: none"> <li>- To go through the concept</li> <li>- Have students list the triggers that lead to failure of time management planning</li> </ul> </li> <li>3. Suggested Readings:</li> </ol>



	<p>Time management for new employees by Prakash V Rao Time Management for Dummies” by Laura Stack “Getting Things Done” by David Allen</p> <p><a href="https://www.timechamp.io/blogs/how-to-make-a-time-management-plan-in-6-easy-steps-tips/">https://www.timechamp.io/blogs/how-to-make-a-time-management-plan-in-6-easy-steps-tips/</a> <a href="https://investmanagementor.com/components-time-management/">https://investmanagementor.com/components-time-management/</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What is the importance of setting clear objectives</li><li>- Explain the time planning components</li><li>-What is SMART</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.2</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Time management strategies</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand the concept of Time management strategies</li> <li>- select and implement appropriate Time management strategies</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT b. Case study
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b> Ask questions</p> <ul style="list-style-type: none"> <li>- What are strategies</li> <li>-What are various time management strategies</li> <li>-Can you identify a recent situation where you apply time management strategies</li> </ul> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>a. Set Clear Goals: Define what you want to achieve.</li> <li>b. Prioritize Tasks: Use techniques like the Eisenhower Matrix to categorize tasks by importance and urgency.</li> <li>c. Create a To-Do List: Organize your tasks and set deadlines.</li> <li>d. Time Blocking: Allocate specific time blocks for different activities.</li> <li>e. Productivity Techniques</li> <li>f. Pomodoro Technique: Work in focused 25-minute intervals followed by short breaks.</li> <li>g. Eat the Frog: Tackle the most challenging task first.</li> <li>h. Timeboxing: Set strict time limits for each task.</li> <li>i. Avoiding distraction</li> </ol> <p><b>3. Exercise (5 minutes)</b> To help students create a personalized action plan for implementing time management strategies</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework           <ul style="list-style-type: none"> <li>- To go through the concept</li> <li>- Have students list the triggers that lead to failure of time management strategies</li> </ul> </li> <li>3. Suggested Readings:</li> </ol>



	<p>Time management for new employees by Prakash V Rao Time Management for Dummies” by Laura Stack “Getting Things Done” by David Allen</p> <p><a href="https://extension.uga.edu/publications/detail.html?number=C1042&amp;title=time-management-10-strategies-for-better-time-management">https://extension.uga.edu/publications/detail.html?number=C1042&amp;title=time-management-10-strategies-for-better-time-management</a> <a href="https://www.coursera.org/articles/time-management">https://www.coursera.org/articles/time-management</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-list few time management strategies</li><li>-What is time boxing</li><li>-What is eat the frog</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.3</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Time Management Matrix</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand the concept of Time management Matrix</li> <li>- Apply Time management matrix</li> <li>- Understand the importance of Time management matrix</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b> Ask questions</p> <ul style="list-style-type: none"> <li>- What is time management matrix</li> <li>-What are various advantages</li> <li>-Can you identify situation where you apply time management matrix</li> </ul> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>a. Introduction to the Time Management Matrix</li> <li>b. Understanding Urgency and Importance</li> <li>c. Overview of the Four Quadrants</li> <li>d. Quadrant I: Urgent and Important</li> <li>e. Quadrant II: Not Urgent but Important</li> <li>f. Quadrant III: Urgent but Not Important</li> <li>g. Quadrant IV: Not Urgent and Not Important</li> <li>h. Benefits of Using the Time Management Matrix</li> <li>i. Strategies for Shifting Focus to Quadrant II</li> <li>j. Practical Examples of Tasks in Each Quadrant</li> <li>k. How to Apply the Time Management Matrix in Daily Life</li> <li>l. Common Mistakes in Time Management</li> <li>m. Developing a Balanced Approach with the Matrix</li> </ol> <p><b>3. Exercise (5 minutes)</b> To help students create a personalized action plan for implementing time management matrix in daily life.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework           <ul style="list-style-type: none"> <li>- To go through the concept</li> <li>- Have students list the triggers that lead to failure of time management matrix</li> </ul> </li> <li>3. Suggested Readings:</li> </ol>



	<p>Time management for new employees by Prakash V Rao Time Management for Dummies” by Laura Stack “Getting Things Done” by David Allen</p> <p>Indeed.com/career-advice/career-development/covey-time-management-matrix</p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What is time management matrix</li><li>- Name the quadrants of time management matrix</li><li>- Explain its advantages</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.4</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Parkinsons law</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand the concept of Parkinson law</li> <li>- Apply Parkinson law</li> <li>- Understand the importance of Parkinson law</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT b. Case study
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b> Ask questions</p> <ul style="list-style-type: none"> <li>- What is Parkinson law</li> <li>-What are various advantages</li> <li>-Can you identify situation where you apply this law</li> </ul> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>a. Introduction to Parkinson's Law</li> <li>b. Understanding the Principle: Work Expands to Fill the Time Available</li> <li>c. Historical Context and Origin of Parkinson's Law</li> <li>d. Implications of Parkinson's Law in Time Management</li> <li>e. Impact on Productivity and Efficiency</li> <li>f. Examples of Parkinson's Law in Professional and Personal Life</li> <li>g. Strategies to Counter Parkinson's Law</li> <li>h. Setting Strict Deadlines</li> <li>i. Prioritization of Tasks</li> <li>j. Time Blocking Techniques</li> <li>k. Parkinson's Law vs. Other Time Management Principles</li> <li>l. Parkinson's Law in Organizational and Team Settings Introduction to the Time Management Matrix</li> </ol> <p><b>2. Exercise (5 minutes)</b> To help students experience how the same task can be completed in different amounts of time depending on the time available.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework           <ul style="list-style-type: none"> <li>- To go through the concept</li> </ul> </li> </ol>



	<ul style="list-style-type: none"><li>- Have students list the triggers that lead to failure of time management matrix</li></ul> <p>3. Suggested Readings: Time management for new employees by Prakash V Rao Time Management for Dummies” by Laura Stack “Getting Things Done” by David Allen</p> <p><a href="https://www.verywellmind.com/what-is-parkinsons-law-6674423">https://www.verywellmind.com/what-is-parkinsons-law-6674423</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-Define Parkinson’s law</li><li>- Explain its importance</li><li>-List the advantages of Parkinsons law</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.5</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Pareto's law</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand Pareto's law</li> <li>- Apply pareto's law</li> <li>- Understand the importance of law</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>          Ask questions</p> <ul style="list-style-type: none"> <li>- What is Pareto's law</li> <li>-What are various advantages</li> <li>-Can you identify situation where you apply this law</li> </ul> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>a. Introduction to Pareto's Law</li> <li>b. Overview of the 80/20 principle and its origin.</li> <li>c. Understanding the 80/20 Ratio</li> <li>d. How 80% of results come from 20% of efforts.</li> <li>e. Applications of Pareto's Law</li> <li>f. Real-world examples across business, economics, and productivity.</li> <li>g. Pareto's Law in Time Management</li> <li>h. How to focus on the 20% of tasks that yield the most value.</li> <li>i. Identifying the Vital Few and Trivial Many</li> <li>j. Differentiating high-impact activities from low-impact ones.</li> <li>k. Pareto's Law in Problem-Solving</li> <li>l. Using the 80/20 rule to prioritize issues.</li> <li>m. Limitations of Pareto's Law</li> </ol> <p><b>2. Exercise (5 minutes)</b>          In groups, list 10 activities you do throughout the day. Then, apply Pareto's Law by identifying the top 2 activities that provide the most value. Discuss how focusing on these activities could improve productivity or results in your daily life.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework</li> </ol>



	<ul style="list-style-type: none"> <li>- To go through the concept</li> <li>- Have students list the triggers that lead to failure of time management matrix</li> </ul> <p>3. Suggested Readings:  <a href="https://www.techtargget.com/whatis/definition/Pareto-principle">https://www.techtargget.com/whatis/definition/Pareto-principle</a>  <a href="https://www.investopedia.com/terms/p/paretoprinciple.asp">https://www.investopedia.com/terms/p/paretoprinciple.asp</a></p> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?).</p> <ul style="list-style-type: none"> <li>-Define Pareto’s law</li> <li>-List few limitations of pareto’s law</li> <li>-List three advantages of Paretos law</li> </ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.6</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Murphy law</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand Murphy's law</li> <li>- Apply Murphy law law</li> <li>- Understand the importance of law</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>          Ask questions</p> <ul style="list-style-type: none"> <li>- What is Murphy law</li> <li>-What are various advantages</li> <li>-Can you identify situation where you apply this law</li> </ul> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>1.Introduction to Murphy's Law          The origin and meaning of "Anything that can go wrong, will go wrong."</li> <li>2. The History of Murphy's Law          Where and how Murphy's Law came about, and its first documented use.</li> <li>3. The Psychology Behind Murphy's Law          Why people tend to expect things to go wrong (negativity bias).</li> <li>4. Murphy's Law in Everyday Life          Common examples of how things go wrong in daily situations (e.g., technology failure, missed deadlines).</li> <li>5. Murphy's Law in Engineering and Project Management          How it's applied in high-stakes fields to anticipate and prevent errors.</li> <li>6. Murphy's Law and Risk Management          How understanding Murphy's Law can help in preparing for worst-case scenarios.</li> <li>7. Criticism and Limitations of Murphy's Law</li> </ol> <p><b>3. Exercise (5 minutes)</b>          In pairs, choose a simple task (e.g., planning a picnic or organizing a class event). List at least 5 things that could potentially go wrong according to Murphy's Law. Then, brainstorm solutions or preventive measures for each one. Discuss how planning for possible issues helps improve outcomes.</p>



<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework<ul style="list-style-type: none"><li>- To go through the concept</li><li>- Have students list the triggers that lead to failure of time management matrix</li></ul></li><li>3. Suggested Readings: <a href="https://byjus.com/physics/murphys-law/">https://byjus.com/physics/murphys-law/</a> <a href="https://www.scribd.com/document/54639310/Murphy-s-Law">https://www.scribd.com/document/54639310/Murphy-s-Law</a></li></ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What is Murphy law</li><li>-Where is it used</li><li>-What are the advantages</li><li>- List few limitations of Murphy's law</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 3.7</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Time tech system</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand time tech system</li> <li>- Apply time tech system</li> <li>- Understand the importance of this system</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT b. Case study
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b> Ask questions</p> <ul style="list-style-type: none"> <li>- What do you understand by time tech</li> <li>-What are various advantages</li> <li>-Can you identify situation where you apply this</li> </ul> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>a. Introduction to Time-Technology System</li> <li>b. Evolution of Time-Technology Systems From traditional clocks to digital solutions: how timekeeping and time management have evolved.</li> <li>c. Types of Time-Management Technologies Overview of different systems like calendars, task managers, time trackers, and automation tools.</li> <li>d. Benefits of Time-Technology Systems Increased productivity, better organization, reduced stress, and work-life balance.</li> <li>e. Time-Technology Systems in the Workplace How businesses use time-tech solutions for project management, employee tracking, and workflow automation.</li> <li>f. Time-Technology Systems in Personal Life Using tools for personal productivity (e.g., apps, reminders, habit trackers).</li> <li>g. Challenges and Limitations of Time-Technology Systems Over-reliance on tools, tech burnout, and the balance between flexibility and rigidity.</li> <li>h. Future Trends in Time-Technology Systems Emerging technologies like AI-powered assistants, wearable tech, and predictive scheduling.</li> </ol> <p><b>3. Exercise (5 minutes)</b> In pairs, choose a simple task (e.g., planning a picnic or organizing a class event). Discuss how will you apply time tech .</p>



<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework<ul style="list-style-type: none"><li>- To go through the concept</li><li>- Have students list the triggers that lead to failure of time tech system</li></ul></li><li>3. Suggested Readings:<ul style="list-style-type: none"><li>Time management for new employees by Prakash V Rao</li><li>Time Management for Dummies” by Laura Stack</li><li>“Getting Things Done” by David Allen</li></ul><p><a href="https://www.timedoctor.com/blog/time-management-systems/">https://www.timedoctor.com/blog/time-management-systems/</a></p><p><a href="https://www.spica.com/blog/best-time-management-tools">https://www.spica.com/blog/best-time-management-tools</a></p><p>Spend 5 minutes to wrap up and consolidate the learnings</p></li></ol>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss</p> <ul style="list-style-type: none"><li>-list few time tech systems used in modern world</li><li>-How did time technology systems evolve</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 4.1</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Cost of productivity</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ul style="list-style-type: none"> <li>- Understand the concept of productivity and its measurement.</li> <li>- Explore various factors that impact productivity, including time management, workload, and distractions.</li> <li>- Examine the direct and indirect costs of poor productivity in personal and organizational contexts.</li> </ul>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>          Ask questions          -How would you define productivity in your own words?          -What do you think affects your productivity the most in a day?          -Can you identify specific distractions that reduce your productivity?          -What do you think the cost of low productivity is for you or an organization?</p> <p><b>2. Development (30 minutes)</b>          a. Discuss productivity as a ratio of outputs to inputs, common measures of personal and organizational productivity.          b. Factors Impacting Productivity          -Time Management: How poor time allocation reduces productivity.          -Workload and Overload: Effects of too much or too little work.          -Distractions: Impact of digital distractions, workplace interruptions.          -Motivation and Engagement: How intrinsic and extrinsic motivation affect output.          c. Direct Costs of Low Productivity          -Time wastage          -Missed deadlines          --Increased errors leading to rework          d. Indirect Costs of Low Productivity          -Stress and burnout          -Lower employee morale          -Decreased innovation and creativity          -Negative impact on organizational culture</p>



	<p>e. Improving Productivity</p> <p><b>3. Exercise (5 minutes)</b> Divide students into groups. Ask them to identify three factors that negatively impact their productivity and suggest methods to counteract them.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>Homework Reflect on and identify areas of personal productivity improvement.-List distractions that commonly interfere with productivity and develop strategies to eliminate or reduce them.To go through the concept</li> <li>Suggested Readings: <a href="https://www.investopedia.com/terms/p/productivity-and-costs.asp">https://www.investopedia.com/terms/p/productivity-and-costs.asp</a> <a href="https://www.linkedin.com/pulse/real-cost-worker-productivity-pacific-prime-fglpc/">https://www.linkedin.com/pulse/real-cost-worker-productivity-pacific-prime-fglpc/</a></li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?).</p> <ul style="list-style-type: none"> <li>-What are some common factors that reduce productivity?</li> <li>-How can time management techniques improve productivity?</li> <li>-What are the direct and indirect costs of low productivity in an organization?</li> </ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 4.2</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Internal factors of productivity</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Define internal factors that influence productivity.</li> <li>Identify key components such as motivation, skillset, and work environment.</li> <li>Understand the relationship between time management and internal productivity drivers</li> </ol>
<b>Teaching Aids (if any)</b>	a. ICT
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>          Ask questions          -What do you understand by "productivity"?          -How can internal factors influence productivity?          -How does time management relate to productivity?          -Why is it important to understand these internal factors?</p> <p><b>2. Development (30 minutes)</b></p> <p>a. Internal Factors Overview          -Introduce the internal factors that affect productivity. These are individual-driven and controllable within an organization.</p> <p>b. Key Internal Factors Affecting Productivity          Motivation          - Define motivation as the drive behind completing tasks.          -Discuss theories such as Maslow's Hierarchy of Needs or ---          -Herzberg's Two-Factor Theory.          -How motivation impacts energy and commitment towards work.</p> <p>-Skillset and Training</p> <p>c. Explain how the skillset of employees directly correlates to their productivity.</p> <p>d. Address the role of ongoing training and personal</p> <p>e. Work Environment and Well-being</p> <p>f. Discuss the psychological and physical aspects of the work environment.</p> <p>g. Factors like noise levels, lighting, and ergonomics.</p> <p>h. How stress and burnout diminish productivity.</p> <p>i. Time Management</p> <p><b>3. Exercise (5 minutes) –</b>          Divide students into groups. Have them list three internal factors affecting their own productivity (e.g., distractions,</p>



	lack of motivation, skill gaps). Discuss strategies for managing these factors.
<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework<ul style="list-style-type: none"><li>- To go through the concept</li></ul></li><li>3. Suggested Readings: <a href="https://www.smarttask.io/blog/factors-affecting-productivity">https://www.smarttask.io/blog/factors-affecting-productivity</a> <a href="https://www.scribd.com/document/421844475/Factors-and-Affecting-Productivity">https://www.scribd.com/document/421844475/Factors-and-Affecting-Productivity</a></li></ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What internal factors most affect your productivity?</li><li>-Why is motivation key to productivity?</li><li>-How does improving skills boost productivity</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 4.3</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: External factors of productivity</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Define external factors that influence productivity.</li> <li>Identify key components such as economic, technological, and environmental influences.</li> <li>Understand the relationship between external conditions and organizational productivity.</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>ICT</li> </ol>
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>        Ask questions        -What do you understand by "productivity"?        -How can external factors influence productivity?        -How does time management relate to productivity?        -Why is it important to understand these external factors?</p> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>Overview of External Factors          Introduce the concept of external factors affecting productivity.</li> <li>Key External Factors Affecting Productivity           <ol style="list-style-type: none"> <li>Economic Factors                Discuss how inflation, interest rates, labor market conditions, and global economic trends affect productivity.                Example: Economic recessions and their impact on workforce efficiency and company output.</li> <li>Technological Factors                Explore how advancements in technology can increase productivity, from automation to AI tools.                Discuss technological disruptions and how staying up-to-date is crucial for competitiveness.                Example: The impact of automation in manufacturing industries.</li> <li>Environmental Factors                Explain how geography, climate, and environmental regulations can influence productivity.</li> <li>Government and Regulatory Factors                Discuss how government policies, taxes, labor laws, and trade regulations impact business productivity.</li> <li>Social and Cultural Factors                Explore how social expectations, workforce diversity, and cultural norms influence workplace productivity.</li> </ol> </li> </ol>



	<p><b>3. Exercise (5 minutes) –</b> -Divide students into groups. Have them list three external factors affecting a business or industry of their choice (e.g., economic downturn, technological disruption, government regulation). Discuss strategies companies can use to manage these external influences.</p>
<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework -Research a case where external factors affected a company's productivity and suggest strategies the company used to adapt. -To go through the concept</li><li>3. Suggested Readings: <a href="https://www.qualee.com/blog/6-factors-affecting-workplace-productivity-engagement">https://www.qualee.com/blog/6-factors-affecting-workplace-productivity-engagement</a> <a href="https://www.naocon.org/wp-content/uploads/Factors-Affecting-Productivity.pdf">https://www.naocon.org/wp-content/uploads/Factors-Affecting-Productivity.pdf</a></li></ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What external factors most affect your productivity?</li><li>-What external factors most affect a business in your opinion?</li><li>-Why do companies need to adapt to external changes?</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 4.4</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Low productivity causes</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Identify internal and external factors that cause low productivity.</li> <li>Understand the role of motivation, stress, and time management in productivity.</li> <li>Analyse workplace environments and their impact on performance.</li> <li>Propose strategies to overcome productivity barriers.</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>ICT</li> </ol>
<b>Teaching Development</b>	<p><b>1. Introduction (5 minutes)</b>          Ask questions          -What do you understand by "productivity"?          -What is internal and external motivation          -What is procrastination          -What are time wasters</p> <p><b>-Development (30 minutes)</b>          Internal Causes of Low Productivity</p> <ol style="list-style-type: none"> <li>Lack of Motivation</li> <li>-Intrinsic vs. Extrinsic Motivation.</li> <li>Examples: Boredom, lack of engagement, or insufficient rewards.</li> <li>Poor Time Management</li> <li>Procrastination, multitasking, and prioritization issues.</li> <li>Time-wasters (e.g., digital distractions).</li> <li>Health-related Factors</li> <li>Stress and burnout.</li> <li>Poor physical health: Fatigue, lack of exercise, poor diet.</li> <li>Mental health issues: Anxiety, depression.</li> <li>Skill Deficiency</li> <li>Lack of necessary skills or training.</li> <li>Mismatch between skills and job roles.</li> </ol> <p>External Causes of Low Productivity (15 minutes)</p> <ol style="list-style-type: none"> <li>Inefficient Work Environment</li> <li>Poor workspace design (noise, clutter, uncomfortable eating).</li> <li>Lack of necessary tools or technology.</li> <li>Poor Leadership and Management</li> <li>Micromanagement, unclear instructions, lack of</li> </ol>



	<p>support or</p> <ul style="list-style-type: none"> <li>t. feedback.</li> <li>u. Toxic work culture: Fear of failure, lack of recognition.</li> <li>v. Organizational Structure and Policies</li> <li>w. Overly bureaucratic processes.</li> <li>x. Inefficient workflows and communication gaps.</li> <li>y. Work-Life Imbalance</li> <li>z. Excessive workload, unrealistic deadlines, insufficient</li> </ul> <p><b>3. Exercise (5 minutes) –</b> -Divide students into groups. Have them list three causes that lead to low production. Discuss strategies companies can use to manage these causes</p>
<p><b>Closure</b></p>	<ul style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework <ul style="list-style-type: none"> <li>-To go through the concept</li> <li>-Write a 300-word essay on a personal experience related to low productivity, explaining the cause(s) and proposing possible solutions.</li> </ul> </li> <li>3. Suggested Readings: <ul style="list-style-type: none"> <li><a href="https://quixy.com/blog/causes-of-low-productivity-levels/">https://quixy.com/blog/causes-of-low-productivity-levels/</a></li> <li><a href="https://www.timechamp.io/blogs/uncovering-the-causes-of-low-productivity-at-workplace/">https://www.timechamp.io/blogs/uncovering-the-causes-of-low-productivity-at-workplace/</a></li> </ul> </li> </ul> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<p><b>Evaluation</b></p>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"> <li>-What external factors most affect your productivity?</li> <li>-What are the causes of low productivity</li> <li>-What can make organisations more effective</li> </ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 4.5</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Eliminating low productivity</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: a. Understand what constitutes low productivity. b. Identify internal and external factors that contribute to low productivity. c. Learn techniques to eliminate low productivity. d. Apply strategies to improve productivity in personal and professional life.
<b>Teaching Aids (if any)</b>	a. ICT
Teaching Development	<p><b>1. Introduction (5 minutes)</b>          Ask questions.          -What are the common causes of low productivity?          -How does poor productivity affect personal and professional life?          -What are some habits or strategies you use to stay productive?</p> <p><b>2. Development (30 minutes)</b>          a. Define productivity and explain what low productivity looks like.          b. Discuss internal factors contributing to low productivity (e.g., lack of motivation, poor time management, distractions).          c. Discuss external factors (e.g., inefficient processes, workplace environment, organizational barriers).          d. Introduce and elaborate on various techniques for eliminating low productivity:          Time Auditing: Tracking how time is spent to identify wastage.          Setting SMART Goals: Ensuring clear, achievable objectives.          Eliminating Distractions: Techniques such as the Pomodoro Technique and technology detox.          Task Prioritization: Using tools like Eisenhower Matrix.          Delegation: Efficiently distributing tasks when overwhelmed.          Continuous Learning: Regular skill development to stay productive.          Explain the importance of work-life balance in maintaining productivity.</p> <p>d. Discuss real-life examples of how these techniques are applied in successful organizations and individuals. Briefly</p>



	<p>introduce the importance of eliminating low productivity</p> <p><b>3. Exercise (5 minutes) –</b> -Divide students into groups. Have them list three causes that lead to low production. Discuss strategies companies can use to manage these causes</p>
<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework -To go through the concept -Write a 300-word essay on a personal experience related to low productivity, explaining the cause(s) and proposing possible solutions.</li><li>3. Suggested Readings: <a href="http://ellow.app/blog/productivity/how-to-overcome-low-productivity-at-work-useful-ways/">ellow.app/blog/productivity/how-to-overcome-low-productivity-at-work-useful-ways/</a></li></ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What are the reasons for low productivity</li><li>-What are the ways to overcome them list 4</li><li>-What can make organisations more effective</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 4.6</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Eliminating low productivity</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Understand what constitutes low productivity.</li> <li>Identify internal and external factors that contribute to low productivity.</li> <li>Learn techniques to eliminate low productivity.</li> <li>Apply strategies to improve productivity in personal and professional life.</li> </ol>
<b>Teaching Aids (if any)</b>	a. ICT
Teaching Development	<p><b>1. Introduction (5 minutes)</b>          Ask questions.          -What are the common causes of low productivity?          -How does poor productivity affect personal and professional life?          -What are some habits or strategies you use to stay productive?</p> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>Define productivity and explain what low productivity looks like.</li> <li>Discuss internal factors contributing to low productivity (e.g., lack of motivation, poor time management, distractions).</li> <li>Discuss external factors (e.g., inefficient processes, workplace environment, organizational barriers).</li> <li>Introduce and elaborate on various techniques for eliminating low productivity:            Time Auditing: Tracking how time is spent to identify wastage.            Setting SMART Goals: Ensuring clear, achievable objectives.            Eliminating Distractions: Techniques such as the Pomodoro Technique and technology detox.            Task Prioritization: Using tools like Eisenhower Matrix.            Delegation: Efficiently distributing tasks when overwhelmed.            Continuous Learning: Regular skill development to stay productive.            Explain the importance of work-life balance in maintaining productivity.</li> <li>Discuss real-life examples of how these techniques are applied in successful organizations and individuals. Briefly</li> </ol>



	<p>introduce the importance of eliminating low productivity</p> <p><b>3. Exercise (5 minutes) –</b> -Divide students into groups. Have them list three causes that lead to low production. Discuss strategies companies can use to manage these causes</p>
<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework -To go through the concept -Write a 300-word essay on a personal experience related to low productivity, explaining the cause(s) and proposing possible solutions.</li><li>3. Suggested Readings: <a href="http://ellow.app/blog/productivity/how-to-overcome-low-productivity-at-work-useful-ways/">ellow.app/blog/productivity/how-to-overcome-low-productivity-at-work-useful-ways/</a></li></ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What are the reasons for low productivity</li><li>-What are the ways to overcome them list 4</li><li>-What can make organisations more effective</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 4.7</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Management tools for increasing productivity</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: a. Understand the significance of management tools in enhancing productivity. b. Identify various tools that help manage time and resources efficiently. c. Apply appropriate tools to optimize productivity in personal and professional contexts.
<b>Teaching Aids (if any)</b>	a. ICT
Teaching Development	<p><b>1. Introduction (5 minutes)</b>          Ask questions.          -What are the common causes of low productivity?          -How does poor productivity affect personal and professional life?          -What are some habits or strategies you use to stay productive?          -What management tools do you currently use (if any) to stay productive?          -How do you think productivity tools impact personal and professional performance?          -Have you tried digital tools for task management, time tracking, or project planning?</p> <p><b>2. Development (30 minutes)</b>          a. Define management tools:          Briefly explain what management tools are and why they are essential for improving productivity.          Differentiate between time management tools, resource management tools, and collaboration tools.          b. Overview of Popular Management Tools:          i. Time Tracking and Auditing Tools (e.g., Toggl, RescueTime)          - Demonstrate how to use these tools to track time spent on tasks and identify inefficiencies.          - Discuss how time auditing helps in discovering hidden time wasters.          ii. Task and Project Management Tools (e.g., Trello, Asana)          - Explain how these tools help in breaking down tasks, setting priorities, and tracking progress.          - Demonstrate using a Gantt chart or Kanban board for visual</p>



	<p>project planning.</p> <p>iii. Goal-Setting and Prioritization Tools (e.g., SMART Goals, Eisenhower Matrix)</p> <ul style="list-style-type: none"> <li>- Discuss how using goal-setting frameworks ensures objectives are achievable.</li> <li>- Demonstrate task prioritization using the Eisenhower Matrix, focusing on urgent vs. important tasks.</li> </ul> <p>iv. Collaboration Tools (e.g., Slack, Microsoft Teams, Google Workspace)</p> <ul style="list-style-type: none"> <li>- Explain how these tools improve communication, task delegation, and document sharing in teams.</li> <li>- Share best practices for reducing communication bottlenecks and improving teamwork.</li> </ul> <p>v. Time Management Techniques (Pomodoro, Time Blocking)</p> <ul style="list-style-type: none"> <li>- Introduce time management techniques like the Pomodoro Technique and Time Blocking to manage workload effectively.</li> <li>- Explain how to combine these methods with digital tools like Trello or Google Calendar for better implementation.</li> </ul> <p>vi. Automation Tools (Zapier, IFTTT)</p> <ul style="list-style-type: none"> <li>- Introduce automation tools that can help streamline repetitive tasks (e.g., automatic file backup, notifications).</li> <li>- Discuss how automating routine tasks can free up time for more critical work.</li> </ul> <p><b>2. Exercise (5 minutes) –</b> Divide students into groups and assign them to research a management tool (time tracking, project management, collaboration, etc.). Each group will present a brief explanation of their assigned tool, how it works, and how it can help improve productivity.</p>
<p><b>Closure</b></p>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework             <ul style="list-style-type: none"> <li>-To go through the concept</li> <li>- Write a 300-word essay on a management tool you use or would like to use, describing how it can help eliminate low productivity in personal or professional settings.</li> </ul> </li> <li>3. Suggested Readings: <a href="https://zapier.com/blog/best-productivity-apps/">https://zapier.com/blog/best-productivity-apps/</a></li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>



<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What are the reasons for low productivity</li><li>-What are the benefits of using management tools to improve productivity?</li><li>-Why is it essential to track time and resources?</li><li>- How can you integrate these tools into your daily routine to optimize performance?</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>
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<b>Lesson Plan No. 5.1</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Application of time management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	<p>At the end of the lesson the student shall be able to:</p> <ol style="list-style-type: none"> <li>Define time management and its significance.</li> <li>Understand the practical applications of time management in various aspects of life and work.</li> <li>Apply time management techniques to increase productivity and efficiency.</li> <li>Identify specific tools and strategies for improving time management.</li> </ol>
<b>Teaching Aids (if any)</b>	a. ICT
Teaching Development	<p><b>1. Introduction (5 minutes)</b>        Ask questions.</p> <ul style="list-style-type: none"> <li>- How do you currently manage your time?</li> <li>- Can you share examples where effective time management has helped you?</li> <li>- What are the key areas in your life where better time management could make a difference?</li> </ul> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>Application in Goal Achievement</li> <li>Workplace Productivity</li> <li>Project Management:          Showcase how time management is essential in managing projects. Tools like Gantt charts and software such as Asana or Trello can be demonstrated to show how project timelines are managed.</li> <li>Prioritization in Daily Life</li> <li>Delegation: Discuss how delegating tasks is a crucial time management strategy. Explain when and how to delegate, and provide examples of successful delegation in both personal and professional contexts.</li> <li>Deadlines and Scheduling:          Show the significance of setting and adhering to deadlines in work or study environments. Discuss how tools like Google Calendar or Microsoft Outlook can assist in planning and scheduling tasks.</li> <li>Eliminating Time Wasters:          Identify common time-wasting habits (social media distractions, multitasking, etc.) and discuss strategies to eliminate or reduce these to improve focus.</li> </ol>



	<p><b>3. Exercise (5 minutes) –</b> Divide the class into groups. Provide case scenarios where students must apply time management principles (e.g., managing a project, preparing for exams). Have each group create a time management plan for the scenario using tools like task lists or Gantt charts, and present it to the class.</p>
<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework<ul style="list-style-type: none"><li>- To go through the concept</li><li>- Write a 300-word essay on Application of time management</li></ul></li><li>3. Suggested Readings: <a href="https://study.com/academy/lesson/what-is-time-management-definition-examples-studies.html">https://study.com/academy/lesson/what-is-time-management-definition-examples-studies.html</a></li></ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>- How do you apply time management in your daily life?</li><li>- What tools or techniques can help you improve your productivity?</li><li>- Share an example where better time management could have improved your results.</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 5.2</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: 3Ps and SMART Goals</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Understand what constitutes low productivity</li> <li>Understand the 3 Ps (Purpose, Priorities, Planning) and their role in time management.</li> <li>Define SMART goals and explain their importance.</li> <li>Apply the 3 Ps and SMART goals in personal and professional contexts to improve productivity.</li> </ol>
<b>Teaching Aids (if any)</b>	a. ICT
Teaching Development	<p><b>1. Introduction (5 minutes)</b> Ask questions.</p> <ul style="list-style-type: none"> <li>-What do you think is necessary for successful time management?</li> <li>- Have you heard of the 3 Ps (Purpose, Priorities, Planning)? What do they mean to you?</li> <li>- What are SMART goals, and why are they important?</li> </ul> <p><b>2. Development (30 minutes)</b></p> <p>a. Purpose:</p> <ol style="list-style-type: none"> <li>Explain how having a clear purpose drives time management.</li> <li>Define purpose as the "why" behind actions and discuss how identifying the purpose of a task or goal is the first step to managing time effectively. Relate this to both personal and professional objectives.</li> </ol> <p>c. Priorities: Introduce the importance of prioritization in time management. Discuss how students should rank tasks based on urgency and importance using tools like the Eisenhower Matrix (urgent vs. important tasks).</p> <p>d.Planning: Explain how detailed planning ensures that priorities are executed efficiently. Discuss methods like time-blocking and creating daily/weekly plans to align with priorities. Introduce digital tools like Google Calendar or project management software to help with planning.</p> <p>e.SMART Goals: Define SMART goals as Specific, Measurable, Achievable, Relevant, and Time-bound.</p> <ol style="list-style-type: none"> <li>Specific: Goals should be clear and well-defined.</li> <li>Measurable: Goals should include criteria to measure</li> </ol>



	<p>progress.</p> <p><b>3. Exercise (5 minutes) –</b> Divide students into pairs or small groups. Have them create one SMART goal related to their academics or personal lives. Ask them to apply the 3 Ps to their goal and present how they would prioritize and plan for its achievement.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework Each student should identify one major goal in their life, apply the SMART framework to it, and create a plan using the 3 Ps. They should submit a written reflection on their goal and plan in the next class.</li> <li>3. Suggested Readings:  <a href="https://www.atlassian.com/blog/productivity/how-to-write-smart-goals">https://www.atlassian.com/blog/productivity/how-to-write-smart-goals</a> <a href="https://fi.co/insight/the-three-p-s-of-time-management">https://fi.co/insight/the-three-p-s-of-time-management</a></li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"> <li>-What are the reasons for low productivity</li> <li>-What are the 3 Ps, and how do they help in time management?</li> <li>- What does each element of SMART goals stand for?</li> <li>- How can you apply SMART goals to your academic or personal life?</li> </ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 5.3</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Planning techniques for Time management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Understand various planning techniques for effective time management.</li> <li>Identify the benefits of effective planning in personal and professional contexts.</li> <li>Apply different planning techniques to enhance productivity.</li> <li>Develop a personalized time management plan.</li> </ol> Understand what constitutes low productivity.
<b>Teaching Aids (if any)</b>	a. ICT
Teaching Development	<p><b>1. Introduction (5 minutes)</b>          Ask questions.          -What does effective time management mean to you?          -What challenges do you face in managing your time?          -Can you share a planning technique that works for you?</p> <p><b>2. Development (30 minutes)</b></p> <ol style="list-style-type: none"> <li>Define time management and its importance in achieving goals.</li> <li>Introduce key planning techniques:             <ul style="list-style-type: none"> <li>-Prioritization: Discuss methods like the Eisenhower Matrix and ABCD prioritization.</li> <li>- Goal Setting: Explain the SMART criteria for setting specific, measurable, achievable, relevant, and time-bound goals.</li> <li>-Time Blocking: Describe how to allocate specific blocks of time for different activities.</li> <li>-Gantt Charts: Explain how to visualize project timelines and tasks.</li> </ul> </li> </ol> <p>Weekly Planning: Introduce the concept of planning weekly goals and tasks to enhance focus.</p> <ul style="list-style-type: none"> <li>-To-Do Lists: Discuss effective ways to create and manage daily to-do lists.</li> </ul> <ol style="list-style-type: none"> <li>Discuss the benefits of effective planning:             <ul style="list-style-type: none"> <li>-Improved productivity</li> <li>-Reduced stress</li> <li>-Better work-life balance</li> </ul> </li> <li>Share examples of successful individuals or organizations that utilize these planning techniques effectively.</li> </ol>



	<p><b>3. Exercise (5 minutes) –</b> -Divide students into pairs.Task: Create a simple weekly plan using one of the techniques discussed (e.g., time blocking or prioritization). Share plans with the class.</p>
<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework Reflect on personal time management practices. Develop a detailed personalized time management plan for the upcoming week. To go through the concept</li><li>3. Suggested Readings:  <a href="https://www.usa.edu/blog/time-management-techniques/">https://www.usa.edu/blog/time-management-techniques/</a></li></ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What planning techniques do you find most effective?</li><li>-How can you apply these techniques to improve your time management?</li><li>-What obstacles do you anticipate in implementing your personalized plan?</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 5.4</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Prioritizing tasks and managing deadlines</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: a. Understand the importance of prioritizing tasks in time management. b. Identify methods for effective task prioritization. c. Learn strategies for managing deadlines efficiently. d. Apply prioritization techniques to real-life scenarios.
<b>Teaching Aids (if any)</b>	a. ICT
Teaching Development	<p><b>1. Introduction (5 minutes)</b>          Ask questions.          -Why is prioritization important in managing tasks?          -What challenges do you face when trying to meet deadlines?          -Can you share a time when prioritization helped you succeed?</p> <p><b>2. Development (30 minutes)</b>          a. Define task prioritization and its role in effective time management.          b. Discuss various methods for prioritizing tasks:          Eisenhower Matrix: Distinguishing between urgent vs. important tasks.          ABC Method: Categorizing tasks into three levels of priority (A: most important, B: important, C: least important).          MoSCoW Method: Classifying tasks as Must have, Should have, Could have, and Won't have.          c. Explore strategies for managing deadlines:          Setting realistic deadlines based on task complexity.          Breaking larger tasks into smaller, manageable parts.          Utilizing reminders and task management tools (digital or analog).          d. Discuss the impact of effective prioritization and deadline management on productivity and stress levels.          e. Provide examples of successful individuals or organizations that prioritize tasks effectively to meet deadlines.</p> <p><b>3. Exercise (5 minutes) –</b>          -Divide students into pairs. Task: Create a simple weekly plan using one of the techniques discussed (e.g., time blocking or prioritization). Share plans with the class.</p>



<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework Reflect on personal time management practices. Develop a detailed personalized time management plan for the upcoming week. To go through the concept</li><li>3. Suggested Readings:  <a href="https://www.linkedin.com/pulse/how-prioritize-tasks-7-powerful-frameworks-daniel-silvestre-tlsbc/">https://www.linkedin.com/pulse/how-prioritize-tasks-7-powerful-frameworks-daniel-silvestre-tlsbc/</a>  <a href="https://www.betterup.com/blog/how-to-prioritize-tasks">https://www.betterup.com/blog/how-to-prioritize-tasks</a></li></ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What planning techniques do you find most effective?</li><li>-How can you apply these techniques to improve your time management?</li><li>-What obstacles do you anticipate in implementing your personalized plan?</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 5.5</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Prioritizing tasks and managing deadlines</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: a. Understand the importance of prioritizing tasks in time management. b. Identify methods for effective task prioritization. c. Learn strategies for managing deadlines efficiently. d. Apply prioritization techniques to real-life scenarios.
<b>Teaching Aids (if any)</b>	a. ICT
Teaching Development	<p><b>1. Introduction (5 minutes)</b>          Ask questions.          -Why is prioritization important in managing tasks?          -What challenges do you face when trying to meet deadlines?          -Can you share a time when prioritization helped you succeed?</p> <p><b>2. Development (30 minutes)</b>          a. Define task prioritization and its role in effective time management.          b. Discuss various methods for prioritizing tasks:          Eisenhower Matrix: Distinguishing between urgent vs. important tasks.          ABC Method: Categorizing tasks into three levels of priority (A: most important, B: important, C: least important).          MoSCoW Method: Classifying tasks as Must have, Should have, Could have, and Won't have.          c. Explore strategies for managing deadlines:          Setting realistic deadlines based on task complexity.          Breaking larger tasks into smaller, manageable parts.          Utilizing reminders and task management tools (digital or analog).          d. Discuss the impact of effective prioritization and deadline management on productivity and stress levels.          e. Provide examples of successful individuals or organizations that prioritize tasks effectively to meet deadlines.</p> <p><b>3. Exercise (5 minutes) –</b>          -Divide students into pairs. Task: Create a simple weekly plan using one of the techniques discussed (e.g., time blocking or prioritization). Share plans with the class.</p>



<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework Reflect on personal time management practices. Develop a detailed personalized time management plan for the upcoming week. To go through the concept</li><li>3. Suggested Readings:  <a href="https://www.linkedin.com/pulse/how-prioritize-tasks-7-powerful-frameworks-daniel-silvestre-tlsbc/">https://www.linkedin.com/pulse/how-prioritize-tasks-7-powerful-frameworks-daniel-silvestre-tlsbc/</a>  <a href="https://www.betterup.com/blog/how-to-prioritize-tasks">https://www.betterup.com/blog/how-to-prioritize-tasks</a></li></ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What planning techniques do you find most effective?</li><li>-How can you apply these techniques to improve your time management?</li><li>-What obstacles do you anticipate in implementing your personalized plan?</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 5.6</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Stress management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: a. Understand the concept of stress and its impact on productivity. b. Identify common sources of stress in personal and professional settings. c. Learn effective stress management techniques. d. Develop a personal action plan for managing stress.
<b>Teaching Aids (if any)</b>	a. ICT
Teaching Development	<p><b>1. Introduction (5 minutes)</b>          Ask questions.          -What does stress mean to you?          -How does stress affect your daily life and productivity?          -Can you share a strategy that helps you cope with stress?</p> <p><b>2. Development (30 minutes)</b>          a. Define stress and discuss its physical and mental effects on the body and mind.          b. Identify common sources of stress:          -Personal factors (e.g., relationships, health).          -Professional factors (e.g., workload, deadlines).          -Environmental factors (e.g., noise, living conditions).          c. Introduce effective stress management techniques:          -Time Management: Planning and prioritizing tasks to reduce overwhelm.          -Mindfulness and Meditation: Techniques to enhance focus and reduce anxiety.          -Physical Activity: The benefits of regular exercise for stress relief.          -Breathing Exercises: Simple practices to calm the mind and body.          -Healthy Lifestyle Choices: Nutrition, sleep, and hydration's role in managing stress.          -Social Support: The importance of building a support network.          d. Discuss how organizations can create a supportive environment to help employees manage stress.</p> <p><b>3. Exercise (5 minutes) –</b>          -Divide students into pairs.</p>



	<p>Task: Share a stress management technique that works for them and discuss how they can implement it in their daily routine.</p>
<b>Closure</b>	<ol style="list-style-type: none"><li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li><li>2. Homework Reflect on your personal stressors and write a short action plan (300 words) outlining strategies to manage them.</li><li>3. Suggested Readings:  <a href="https://www.helpguide.org/mental-health/stress/stress-management">https://www.helpguide.org/mental-health/stress/stress-management</a></li></ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"><li>-What are your main sources of stress?</li><li>-Which stress management techniques do you think will be most beneficial for you?</li><li>-How can you incorporate these strategies into your routine?</li></ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>

<b>Lesson Plan No. 5.7</b>	<b>Course Name: Time Management and productivity</b> <b>Topic: Stress Management</b>	<b>Course No.: UGAEC-103 (A)</b>
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<b>Objectives</b>	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> <li>Understand the concept of stress and its impact on productivity.</li> <li>Understand the key factors that cause stress in personal and professional life.</li> <li>Identify different types of stress and their impact on performance and well-being.</li> <li>Learn strategies to manage and reduce stress effectively.</li> <li>Apply stress management techniques to real-life scenarios.</li> </ol>
<b>Teaching Aids (if any)</b>	<ol style="list-style-type: none"> <li>ICT</li> </ol>
Teaching Development	<p><b>1. Introduction (5 minutes)</b>          Ask questions.          -What does stress mean to you?          -What do you think are the common causes of stress in your life?          -How do you currently manage stress?          -Have you ever noticed how stress affects your productivity?</p> <p><b>2. Development (30 minutes)</b>  <ol style="list-style-type: none"> <li>Define stress and discuss its physical and mental effects on the body and mind.</li> <li>Identify common sources of stress:             <ul style="list-style-type: none"> <li>-Personal factors (e.g., relationships, health).</li> <li>-Professional factors (e.g., workload, deadlines).</li> <li>-Environmental factors (e.g., noise, living conditions).</li> </ul> </li> <li>Introduce effective stress management techniques:             <ul style="list-style-type: none"> <li>-Time Management: Planning and prioritizing tasks to reduce overwhelm.</li> <li>-Mindfulness and Meditation: Techniques to enhance focus and reduce anxiety.</li> <li>-Physical Activity: The benefits of regular exercise for stress relief.</li> <li>-Breathing Exercises: Simple practices to calm the mind and body.</li> <li>-Healthy Lifestyle Choices: Nutrition, sleep, and hydration's role in managing stress.</li> <li>-Social Support: The importance of building a support network.</li> </ul> </li> </ol> </p>



	<p>d. Discuss how organizations can create a supportive environment to help employees manage stress.</p> <p><b>3. Exercise (5 minutes) –</b> -Divide students into pairs. Task: Share a stress management technique that works for them and discuss how they can implement it in their daily routine.</p>
<b>Closure</b>	<ol style="list-style-type: none"> <li>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</li> <li>2. Homework Reflect on your personal stressors and write a short action plan (300 words) outlining strategies to manage them.</li> <li>3. Suggested Readings:  <a href="https://www.helpguide.org/mental-health/stress/stress-management">https://www.helpguide.org/mental-health/stress/stress-management</a></li> </ol> <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<b>Evaluation</b>	<p>Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <ul style="list-style-type: none"> <li>-What are your main sources of stress?</li> <li>-Which stress management techniques do you think will be most beneficial for you?</li> <li>-How can you incorporate these strategies into your routine?</li> </ul> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>