

Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati.

[Autonomous]

Certificate Course in Skill Development using Time Management

[Department of BBA]

Academic Year 2022-2023

A) Course Objectives:

1. To introduce time management principles and effective methods for time analysis.
2. To understand the advantages and disadvantages of managing time effectively.
3. To evaluate personal time management through self-tests.
4. To explore the use of activity logs and analyze time spent on various tasks.
5. To distinguish between long-term, mid-term, and short-term goals for efficient planning.
6. To develop scheduling strategies for achieving different types of goals.
7. To identify and manage interruptions and set work priorities accordingly.

B) Course Outcomes:

- CO1:** Learners will be able to analyze and manage their time using established methods.
- CO2:** Students will comprehend the benefits and potential drawbacks of time management techniques.
- CO3:** Participants will be able to assess their time management skills through self-assessment.
- CO4:** Learners will understand how to maintain and use activity logs for better time tracking.
- CO5:** Students will be able to set and distinguish between long-term, mid-term, and short-term goals.
- CO6:** Participants will acquire the skills to schedule and plan effectively to achieve their goals.
- CO7:** Students will learn how to identify interruptions and manage work priorities with effective scheduling options.



Theory Syllabus

Unit No	Name of Teachers	Topics	No of lecture
1.	Prof S.M. Ahiwale	<ul style="list-style-type: none"> ➤ Introduction Time Management & Time Analysis method. ➤ Advantages and Disadvantages of Time management. 	2 hours
2.	Prof.D.S. Chavan	<ul style="list-style-type: none"> ➤ Identify Self-test for time management. ➤ Activity log. 	2 hours
3.	Prof S.M. Ahiwale	<ul style="list-style-type: none"> ➤ Time spend analysis. ➤ Long Term goal, Short- term goal, and Mid-term goal. 	2 hours
4	Prof.D.S. Chavan	<ul style="list-style-type: none"> ➤ Plan scheduling [Long Term goal, Short- term goal, Mid-term goal]. ➤ Advantages of Scheduling and limitations of scheduling. 	2 hours
5	Prof S.M. Ahiwale	<ul style="list-style-type: none"> ➤ Identify Interruption. ➤ Managing the interruptions 	2 hours
6	Prof.D.S. Chavan	<ul style="list-style-type: none"> ➤ Work priority discussion ➤ Scheduling options 	2 hours
		TOTAL THEORY HOURS	12



Practical Syllabus

Practical No	Name of Teachers	Practical Topics	No of lecture
1.	Prof S.M. Ahiwale	<ul style="list-style-type: none"> ➤ ABCD analysis ➤ Pareto analysis ➤ Eisenhower Method 	3 hours
2.	Prof S.M. Ahiwale	<ul style="list-style-type: none"> ➤ POSEC Method ➤ Self-Management Techniques ➤ Time Blocking method 	3 hours
3.	Prof S.M. Ahiwale	<ul style="list-style-type: none"> ➤ GTD method ➤ Rapid planning method ➤ Pickle Jar Theory 	3 hours
4	Prof.D.S. Chavan	<ul style="list-style-type: none"> ➤ Eat that Frog Technique ➤ Daily activity log Book ➤ Steps to prepare successful schedules 	3 hours
5	Prof.D.S. Chavan	<ul style="list-style-type: none"> ➤ How to Schedule your Day ➤ Type of Scheduling Techniques ➤ Long Term Strategic plan method 	3 hours
6	Prof.D.S. Chavan	<ul style="list-style-type: none"> ➤ Social Media Distraction at workplace ➤ Unproductive meetings ➤ Technique to avoid time wasting at workplace 	3 hours
		TOTAL PRACTICAL HOURS	18




Head, Department of BBA