

Time Management and Prioritization

OBJECTIVE:

It has been observed that due to multiple courses, assignments and drills, a lot of students are not able to manage their time and multiple difficulties and time is given in prioritizing the things in mind. The unique part about this course is that it gives a detailed analysis into different schedules and also teaches the students about the do's and don'ts which are related to it. The main objective of bringing about this course for 30-36 hours, is the involvement of students in a lot of activities together and learning the skills is like add on benefit to them.

PRE-REQUISITE(s):

Clarity about one's tasks would help.

OVERVIEW:

One of the biggest struggles in the modern workplace is knowing how to prioritize work. Workloads are ballooning and everything *feels* important. However, the truth is that a lot of the work we do every day doesn't really need to be done. At least not right away.

Learning how to prioritize means getting more out of the limited time you have each day. It's one of the cornerstones of productivity and once you know how to properly prioritize, it can help with everything from your time management to work life balance.

Why take this course?

- It is important to learn a work life balance, and this course truly serves the purpose.
- It gives you clarity on the important things and helps you to understand the concept of doing things 'now' or 'later'.
- It helps you to identify the multiple tasks in hand.
- It will also help in the distribution of time.

What you will learn in this course:

- A great deal of time saving ideas and also managing your time according to your tasks.
- Segregating the work according to the time allotted.
- Multitasking- One of the major tools to be learnt in this era.

Who this course is for:

- Those who are struggling with multi-tasking.
- Students who wish to learn an extra trait to help them survive in the competitive world.
- Students who are aiming for Entrepreneurship.

Course Outline:

S. No.	Chapter	No. of hours
Chapter 1	Overview and Discussion	3
Chapter 2	Discussion of tasks	4
Chapter 3	Counting of resources and aligning with tasks	5
Chapter 4	Prioritizing things under headings	5
Chapter 5	Case Studies	3
Chapter 6	Understanding Now and Later	3
Chapter 7	Making a work tree	3
Chapter 8	Concluding with worksheets	4