

## 1.7 10007 TIME MANAGEMENT

### UNIT-1 PERSONAL SENSE OF TIME

- Identify Long term Goals
- Plan the Day
- The Daily Plan
- Checklist – Daily Planning
- Learn to Say No

### UNIT-2 PLANNING AND FORECASTING

- The Planning Process
- Strategic Planning
- Implementation
- Tactical Planning for Operational Success
- Evaluation of Planning Systems and their Results
- Basic Forecasting Methods
- Cost and Activity Indexes

### UNIT-3 THE MANAGEMENT CHALLENGE

- Training During Times Of Financial Stress
- Managing the Training Department
- Managing Training with Limited Resources
- Action Planning for Managing Cutbacks
- Evaluating and Long-Range Planning
- Cost Effectiveness Training
- Guidelines to Improve
- Survival During Financial Stress
- Positive Approaches to improving Training Efficiency
- Automaton
- The Demands on Management
- The Purpose of a business

### UNIT-4 DECISIONS MAKING

- Defining the Problem
- Analyzing the Problem
- Developing Alternative Solutions
- Finding the Best Solution
- Making the Decision Effective
- The Greater Importance of Decision Making

### UNIT-5 DISTINCTIVENESS

- The task at hand
- Organizational Dimensions and Case management approaches
- Client Targeting
- System Targeting
- Resourcing
- Goal of Intervention
- Evaluating the Exercise

## **UNIT-6 ORGANIZATION DEVELOPMENT**

- Organization Development & Transformation

## **UNIT-7 DEVELOPMENT OF CAREER**

- The Goal of Career Development
- HRM's Role
- The Employee's role
- The Manager's Role
- Implementing Career Development
- Personal Career Development
- Career Development for Today's Diverse Workforce
- New Organizational Structures
- Evaluating Career Management Activities

## **UNIT-8 ORGANIZATION-PUBLIC RELATIONSHIPS**

- Concepts Explication
- Perspectives from Interpersonal Communication
- Perspectives from Systems Theory
- Defining Organization Public Relationships

## **UNIT-9 BEHAVIORS, ATTITUDES, AND JOB PERFORMANCE**

- Measures
- Differences Between Respondents and No respondents
- A case Study Perceptions of Secondary School Principals in Saudi Arabia
- Perceived time management ability

## **UNIT-10 PART-TIME STUDENTS**

- The Principles of Zero time Enterprise Incentive
- Incentive Mechanisms for Zero Time Enterprise
- The Realization Mechanisms of Instant Incentives
- Part Time Students

## **UNIT-11 TIME AFFECTS ACTIVITY: RELATIONSHIP**

- How Time Affects Activity
- Learning about the network
- Network Evolution
- Building Trust
- An alternative Theory
- Innovate in Hard Times
- Creative Destruction
- Tactics for Hard Times
- Managing Tumultuous Times
- Stick to Strategy

**Reference Book:** by Pawan Kumar Singh