Syllabus : Time Management

- Aspects of Time Management: Planning & Goal Setting, managing Yourself.
- Dealing with other people and getting results.
- Fundamentals of Time Management: Analysis of goals and objectives, Systemization of processes, Pre-analysis of performance, focus is on time and resources.
- Productive Work: Busy vs. Productive, Indecision & Delay, Overwork, Urgency v's importance.

Reference:
1. Getting Things Done by David Allen
2. Eat That Frog! by Brian Tracy
3. The 7 Habits of Highly Effective People by Stephen R. Covey
4. Time Management from the Inside Out by Julie Morgenstern