

Shri Govind Guru University

Foundation Course

B. Com. Sem – I

Subject : Time Management

1. What is Time Management ? Importance of Time Management.
2. Time Management Skills and Training.
3. Effective Methods of Time Utilization.
Communication Methods and time Management.
4. Time management for student. Time Management in Business.

- Ref. :
1. Reuben Ray (2008) Time Management.
 2. Time Management (2007) Navbharat Sahitya Mandir.
(ટાઈમ મેનેજમેન્ટ, ૨૦૦૭. નવભારત સાહિત્ય મંદિર.)
 3. Time Management. Gujarat Pustakalya. Ahmedabad
(2013)
(ટાઈમ મેનેજમેન્ટ, ગુજરાત પુસ્તકાલય. અમદાવાદ, ૨૦૧૩.)

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