

SGRIP on Time Management  
4<sup>th</sup> Nov. 2019 (Monday) to 9<sup>th</sup> Nov. 2019 (Saturday)  
Proposed Course Schedule: Lecture-wise break-up

**Day 1: A holistic approach to time management**

- Introduction and learning objectives of the course
- The significance of time management for personal efficacy
- **Workshop: Focusing on priorities**

**Day 2: Understanding time management as self-management**

- Applicable principles of time management
- Tools to support personal and organizational efficacy
- **Workshop: Applying principles of essentialism**

**Day 3: Deciding use of time**

- Focusing on priorities
- The power of habit
- **Workshop: Eliminating practices which impact negatively on use of time**

**Day 4: Protecting time for personal development**

- The significance of personal development for efficacious use of time
- Cultivation of personal excellence: The importance of self-reflection
- **Workshop: Fostering self-reflection through meditation**

**Day 5: Reviewing use of time**

- The importance of authentic self-assessment
- Techniques for reviewing use of time
- **Workshop: Keeping a diary/personal journal**

**Day 6: Conclusion**

- The broader context of time management
- The multiplier effect
- **Workshop: Review of course and discussion**