



RUKMINI DEVI

Institute of Advanced Studies

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Session on Time Management

Topic :	Session on Time Management
Date of event :	March 18 , 2011
Aim of the Event	<p>Time is a scarce resource. It is rightly said that:</p> <p><i>"One thing you cannot recycle is wasted time."</i></p> <p>Time Management is a set of principles, practices, skills, tools and systems that help use time to accomplish what we want. Time management is of great importance to our personal life and career success. It teaches us how to manage our time effectively and make the most of it.</p> <p>This session was especially designed for the students of Management because they always face paucity of time due to classes, assignments, presentations, extra curricular activities and projects. In this extremely daunting schedule, it is important for them to take time out for themselves, their hobbies and maintain a healthy and fresh mind.</p> <p>Hence this session!</p>

Description of the event	<p>The session started with an activity in which the volunteer students were given a bag in which they had to squeeze in maximum things out of the items given to them. They did this activity after carefully examining which item would go in the bag first, second, till the time they all fit in appropriately.</p> <p>Student's were then told that in this activity the bag represents the time available to us in a day and the items represent the number of activities which we have to fit in. The lesson which the students learnt in this activity was that in case all items do not fit in, prioritization of activities is important. Fit in those items which are important at that point of time.</p> <p>This topic was made interesting with the help of a presentation and a questionnaire .At the end of the session, students were also given a summary of the entire session for them to take home, paste on their cupboards, think, ponder and implement.</p> <p>Manage time, in other words...manage yourself.</p>
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