



Time Management

Topic :	Time Management Session for students of MCAIV
Date of event :	February 7 , 2012
Aim of the Event	Time is precious and scarce resources should be put to use wisely, with discretion. This session aimed at reminding students of the same and also giving away tips on better time management
Description of the event	<p>The session began with a couple of activities, like :</p> <ol style="list-style-type: none">1. Students were asked to write down their schedule of an average day in detail, mentioning the timings and tasks. This activity was to make students aware of their daily schedule. They could point out for themselves as to which activity is fruitful and which is not2. They exchanged their schedule with their partners3. Students were asked to list 10 activities that they do in a day which are a waste of time and do not provide them with any benefit. On the left hand side of the sheet they listed the activities and on the right side how many hours do they spend on each one of them, the total of which amazed the students. <p>Then they were asked leading questions, such as:</p> <ul style="list-style-type: none">• What if they cut it by half and use the same time for other fruitful purposes• How about clubbing two important activities like going for a walk with parents brings them close to nature, improves their health & builds a strong bond in the family

A volley of questions was thrown on them and they were asked whether they want to be servants of gadgets, the same gadgets that were created by us for our convenience? The students were told the benefits of Time Management:

- Efficient
- Successful
- Healthy

Also obstacles to effective time management were discussed:

- Unclear objectives
- Disorganization
- Inability to say “no”
- Interruptions
- All work and no play

Students learnt setting smart goals & prioritizing.