



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India Affiliated To GGSIP University
Recognized under Sec 2(f) of UGC ACT 1956

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085

Tel: 91-11-27555121-24, E-Mail: directortias@tecnia.in; Website: www.tiaspg.tecnia.in



REPORT

Event: Workshop on “Personal Efficiency and Time Management”

Date: 25th October, 2018

Time: 1:30 PM-2.30PM

Resource Person: Mr. Ananda Mohan De, Trainer and Expert in Verbal Reasoning and Soft skills development

Organization: Time Education company

Participants: MBA 1st Sem. Students

Convener: Mr. Rahul Tripathi, Faculty, TIAS

Program Objectives

The workshop is conducted to provide students with the in-depth understanding of time management skills which will help them to accomplish their work as per given deadlines and increase their competency at the work place.

Expert Lecture Details

Mr. Ananda Mohan De, Trainer and Expert in Verbal Reasoning and Soft skills development has taken a detailed session on the effectiveness of time management. He explained students that the first step to good time management is to prioritize your tasks. In other words, deciding which task is most important and should be completed first. For example, in a choice between reading for an essay due in four weeks or preparing a seminar presentation in two weeks, choose to prepare the presentation. To prioritize successfully you must develop weekly and long term time management plans. Many students find long, medium and short term planning useful for organizing their study as effectively as possible. Planning ahead saves time, worry and energy. He has further given the various tips to do effective time management by being flexible, realistic and seeking help wherever required.

Time slots may be categorized into short time, medium time and long time. Short time slot may be used for quick recapitalization of the previous work done whereas long time slot may be designed for planning the comprehensive work to be done. Medium term slot may be used for the review of the work which is under process as a part of long term planning.



Mr. Ananda Mohan De, Trainer, addressing the students on Time Management

Learning Outcome:

- * Students learned to understand how to manage multiple tasks at one time.
- * They learned to recognize the myths and reality of time management.
- * They learned to develop a workable balance between being reactive and proactive.
- * They learned to plan workloads and take a positive approach to decisions.