



# Maharaja Agrasen Institute of Technology

## Department of Management, MBA

Dossier

On

Workshop on Time Management

Held On

4<sup>th</sup> June, 2021

**MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY, DELHI**  
(Approved by AICTE & Affiliated to GGSIP University)

**DEPARTMENT OF MANAGEMENT (MBA)**

Under the Aegis of IQAC  
presents  
Online Course on  
**“TIME MANAGEMENT”**  
4<sup>th</sup> June 2021 (Friday), 3 PM to 5 PM

**Presenter**  
**Mr. Vivek Kuchhal**  
Associate Professor, MBA Deptt., MAIT

Event Joining Link (MS Teams)  
<https://teams.microsoft.com/join/19%3a2bf2d184ff63457299601e618910d9a1%40tbread.tacx2/1622554981988?context=%7b%22Tid%22%3a%221b4eaaad-b887-48cf-8407-c99420eda2fb%22%2c%22Oid%22%3a%22d7b647c1-dac4-485a-aad8-8b53ad535ac8%22%7d>

E-certificate to all participants

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**Event Incharge:**

Vivek Kuchhal : Associate Professor

Dr. Amit Gupta

HOD, Department of Management, MBA

## **FORM A**

### **Proposal:**

**Name of the Event:** Workshop on Time Management

**Location** : Department of Management MAIT, Rohini, Delhi

**Date** : 4<sup>th</sup> June, 2021

**Time** : 3 PM – 5:00 PM

**Organized By** : Department of Management, MBA, MAIT

### **Motivational Objective:**

This training program explores the art of time management by learning the basic components and techniques of time management. Most people today struggle to manage their time in all walks of life and in turn they are not able to meet the deadlines a lot of time. This generates a lot of avoidable stress to them and the people associated with them. Students have to balance their time on various activities and find time for their studies also. This program will talk about the component analysis of time followed by a live demonstration of how to do it on a day-to-day basis. Also, the theories of time management will be discussed towards the end as it would help in understanding the root cause of bad time management by most people.

## **Form B**

### **Part 1**

#### **Aim of the event:**

The aim of conducting this student development program is to expose students to the field of Time management methods and techniques and how to apply them.

### **Part2**

#### **Abstract:**

Department of Management, MBA, MAIT organized an online “Time Management” workshop for the development of students of MBA Second Semester students, which is being conducted by Mr Vivek Kuchhal, Associate Professor at Department of Management, MAIT.

This training program explored the art of time management by learning the basic components and techniques of time management. Most people today struggle to manage their time in all walks of life and in turn they are not able to meet the deadlines a lot of time. This generates a lot of avoidable stress to them and the people associated with them. Students have to balance their time on various activities and find time for their studies also. A couple of video clips were shared by the speaker to familiarize the students with the type of issues which exist and what are the 15 golden rules of time management.

This program covered about the component analysis of time followed by a live demonstration of how to do it on a day-to-day basis. Mayonnaise Time Management Experiment would be shown to the students, which would clearly highlight the importance of Must Do, Essential and Desirable tasks classification just like we use Golf Balls, Pebbles and Sand used in the experiment. If the day is filled by non-essential tasks, no time would be left for Important activities, which were symbolized by Golf balls in the experiment.

The following topics were covered in the webinar:

- What is Time Management?
- Components of Time Management
- Demonstration of components
- Practical application exercise for time management
- Theories of Time Management

**Conclusion:**

A total of 91 students attended the program as per the attendance recorded by MS-Teams platform. At the end of the program, a group photo was taken with audience and speaker together in the talk.

As an exercise, Students were told to prepare their Actual Time Utilization sheets for a week and then identify areas, where they can save time and move towards better time utilization.

## Snap Shots:

