

Maharaja Agrasen Institute of Technology Department of Management, MBA

Report on TIME MANAGEMENT PROGRAM

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Event: Time Management (Student Development Activity)

Organizer: MAIT, MBA Department

Faculty: Mr Vivek Kuchhal

Date: 4 June, 2021

Timings: 3-5.15 PM

Venue: Online on MS -Teams

Department of Management, MBA, MAIT organized an online "Time Management" workshop for the development of students of MBA Second Semester students, which was 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 talked 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 was shown to the students, which clearly highlighted 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.

Also, the theories of time management were discussed in the later part of the presentation with focus on actual tips and tricks to manage time in a better way. This would help in understanding the root cause of bad time management by most people.

The workshop cum talk was well received by the students and the following were the key take aways from the program:

- Understanding of the concept of time management
- Learnt the various components of activities from time management perspective
- Learnt how to prioritize the activities so that vital obligations are never missed out
- Understood how to practice time management in real life
- Applied and developed time management plan through practice
- Understood the importance and value of time management

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.

Banner for the Event



TIME MANAGEMENT Activity Pics



