



# ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

## Report on Time Management

<b>Date of Event(s)</b>	:	24/6/2021
<b>Department / Association</b>	:	B. COM / ACME
<b>Venue</b>	:	Online Mode – Zoom
<b>Number of Participants</b>	:	60
<b>Target Audience</b>	:	B. Com & M. Com Final Year
<b>Resource Person(s) with qualification</b>	:	Asst. Prof. Johnson Pereira

### **Objective:**

"A man who dares to waste one hour has not discovered the value of life.", said Charles Darwin. To make the students understand the importance of time management, a session was conducted by Prof. Johnson Pereira, Co-Ordinator of Commerce Department on 24<sup>th</sup> June 2021. The session was held for third-year students of B. Com and 2<sup>nd</sup> Year students of M.com.

### **Introduction:**

The PowerPoint presentation was prepared by Prof. Johnson Pereira, which was shown and explained to the students in the seminar hall. In this session, the students were explained why there is a need for time management, the process of time management, goal setting, planning, scheduling, and benefits time management. A video related to the consequences of following and not following the time management system was also shown to the students.

Effective time management allows students to complete more in less time, because their attention is focused and they're not wasting time on distractions (such as social media, for example. ... Good time management allows students to make the most of their abilities and enjoy the satisfaction of accomplishment.

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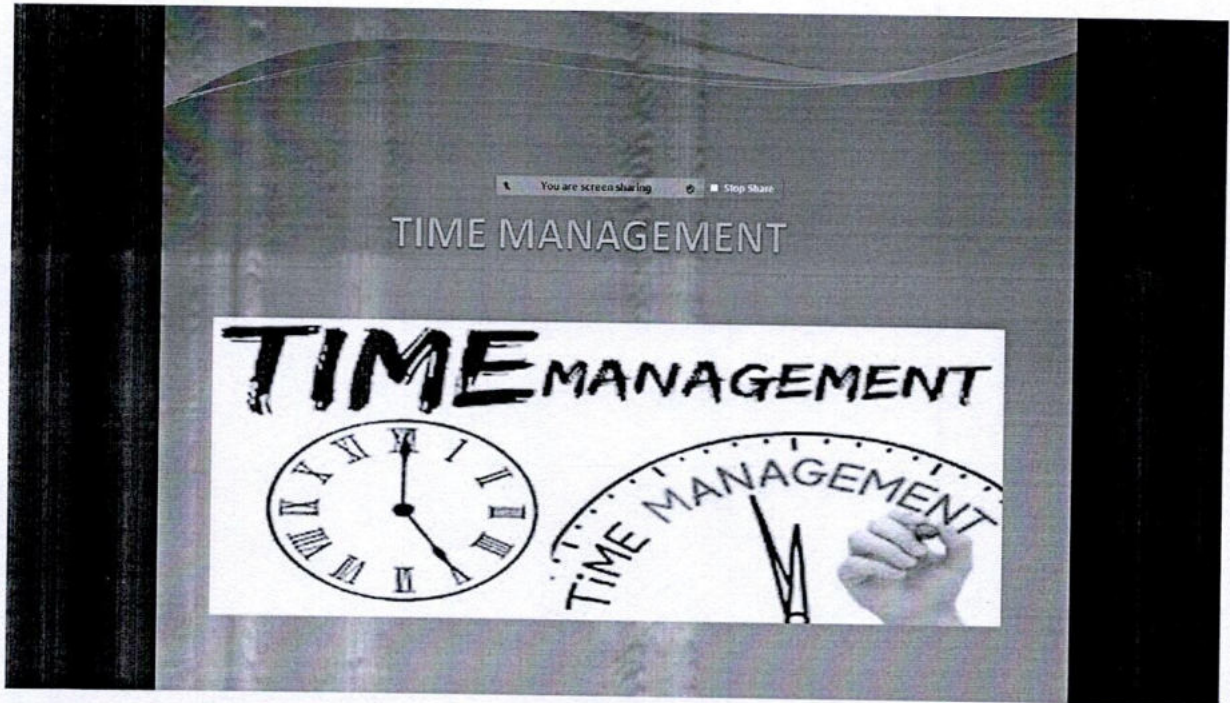
While some people find it difficult to manage their time, others manage their time better because they have certain skills. Time management requires habituating oneself to a disciplined schedule. Here are a few time management skills you can inculcate in your daily routine.

- Find your most effective and productive hour of the day.
- Make realistic plans.
- Own your work.
- Don't bite more than you can chew.
- Plan ahead.
- Be flexible.

**The outcome of the Session:**

The session was really helpful for the students as they became aware of the hidden benefits of time management in their life. They also understood that how it can make their life better and creates a positive image in the mind of the other person. They also came to know that it would be helpful in their work life, to get promotion and incentives from the employer and get a good reputation at the workplace.

  
**PRINCIPAL**  
St. Francis de Sales College  
Electronics City Post, Bangalore - 560 100.



Zoom Meeting 40-Minutes

Participants (58)

Q, Find a participant

- johnson pereira (Host, me)
- Alathth 20C161
- Aneesh N (20C162) Nandhaan
- Aryo Rahul Pathil c (20C163)
- Chithra Chithu
- Deepika P ( 20C168 ) K
- Dhanu Shree (20C223)
- Gayatri P (20C171)
- Hariharan.k ( 20C173 K )
- Hemant m 20C174K
- Indhumathi.B (20C175 K)
- Karthik A (20C177K)
- Kavya k m (20C227)
- Kishore R (20C178K)

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Zoom Meeting 40-Minutes

Participants (58)

Find a participant

Waiting Room (1) Message

Nithin Kashyap (20C169K)

In the Meeting (58)

- johnson pereira (Host, me)
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- Aneesh N (20C162) Nandhaa.N
- Arya Rahul Pathic (20C163)
- Chithra Chithu
- Deepika P ( 20C168 ) K
- Dhanu Shree (20C223)
- Gayathri P (20C171)
- Hariharan.k ( 20C173 K )
- Hemanthum 20C174K
- Indhumathi B (20C175 K)

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9:00 AM 6/4/2021

Zoom Meeting 40-Minutes

Participants (58)

Find a participant

Waiting Room (1) Message

Nithin Kashyap (20C169K)

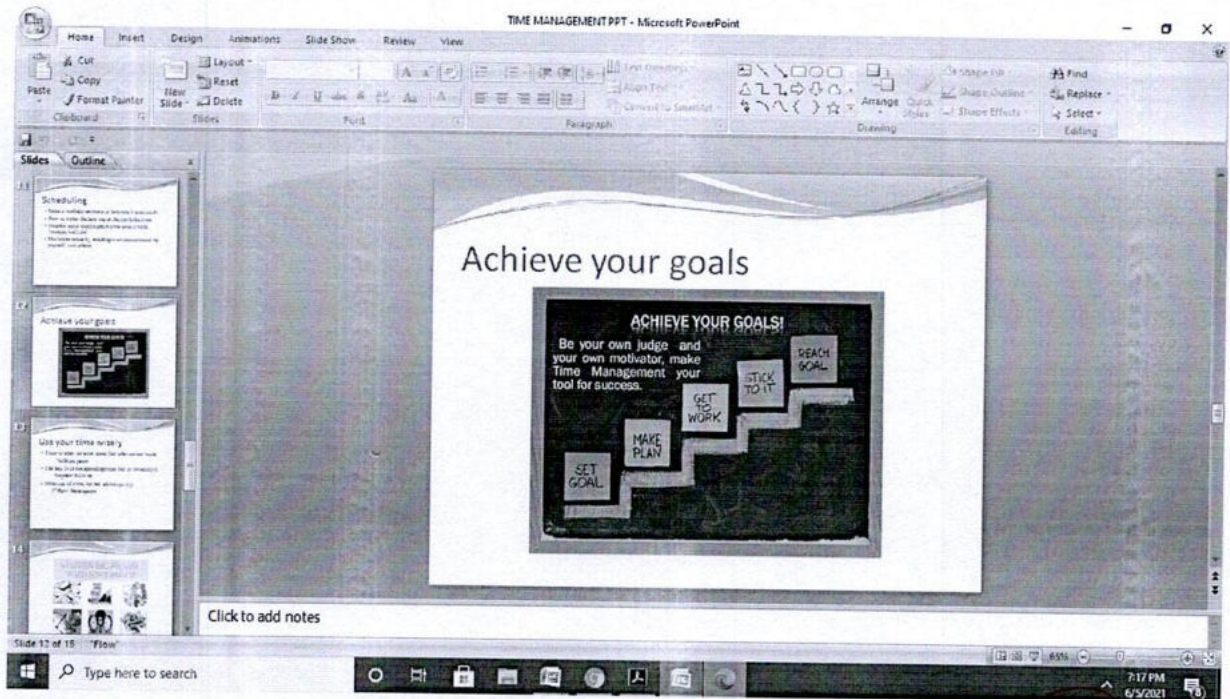
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