

# TIME MANAGEMENT WORKSHOP

## CONDUCTED BY NIE

It seems that there is never enough time in the day. But, since we all get the same 24 hours, why is it that some people achieve so much more with their time than others? The answer lies in good time management.



The resource person **Ms Sunita Malkani**, beautifully explained the students about the easy tips to manage their time well and thus value it for better outcome. She first made students understand that we are different from each other and thus each of us have our own unique perspective on happenings around us.

Some important points were then told to the students to be kept in mind in order to manage their time in an appropriate and effective way.

- **Make a time log** for at least 7 days to see the usage pattern of time.
- **Prepare a time table** accordingly and start working on it.
- **Take short breaks** of 5-10 minutes after 45-50 minutes of studying to feel refreshed.
- **Keep a calendar** so that you can plan your week/month according to the upcoming events.
- **Review the school work** daily to retain it better.
- **Exercise** and play daily to feel rejuvenated.
- **Make to do list** on day before and prioritize the tasks.
- **Work on overcoming your distractions** by either removing the worthless activities and fix a particular time period for T.V/ mobile.
- **Take deep breaths** after every studying for one hour so that your brain can function perfectly.